



### ACTIVITY EVALUATION FORM

Title of Activity: \_\_\_\_\_

Date Conducted: \_\_\_\_\_ Venue: \_\_\_\_\_

Using the scale below, please rate the following features of the activity:

- 1** – Poor (1.00-1.79); **2** – Fair (1.80 – 2.59); **3** – Satisfactory (2.60 – 3.39)  
**4** – Very Satisfactory (3.40 – 4.19); **5** – Excellent (4.20 – 5.00)

	Rate				
	5	4	3	2	1
<b>1. Objectives and Relevance</b>					
a. Relevance of the activity					
b. Attainment of the activity objectives					
c. Usefulness of the activity/topics to the participants					
d. Timeliness and immediate applicability					
<b>2. Organization and preparation; Venue</b>					
a. Organization of the activities					
b. Ventilation, lighting, equipment and facilities in the venue					
c. Appropriateness of the venue of the activity					
d. Time allotment per activity/topic					
e. Pacing of activities					
<b>3. Facilitators</b>					
a. Facilitate versus lead the sessions. Avoid being prescriptive and overly directive. Instead, guide participants.					
b. Acknowledge others' comments explicitly.					
c. Adjust the session agenda in real time, balancing the speed the participants can reasonably achieve with the ultimate objectives of the activity.					
d. Actively listen to and engage with others. Read body language and facial expressions to gauge participants' state of mind. Use their assessment of participants' state of mind to adjust strategies when necessary.					
e. Demonstrate appropriate personal and professional behavior.					
<b>4. Involvement of Participants</b>					
a. Enthusiasm and interest shown					
b. Level of involvement of participants					
5. Please write your valuable comments/suggestions for the improvement of the succeeding activities/seminars/programs.					
6. What training/s would you suggest for future activities?					

**Please continue at the back if there were Resource Speakers/ Speakers, if none kindly leave it blank.**





**Note to facilitators: Kindly input the name of the speaker after the number before reproducing the form.**

	Rate				
	5	4	3	2	1
<b>7. Speaker 1</b>					
a. Mastery of the subject matter/content					
b. Use of effective means of communicating ideas					
c. Keenness and interest in the conduct of training					
d. Stimulation of the participants' interest					
<b>8. Speaker 2</b>					
a. Mastery of the subject matter/content					
b. Use of effective means of communicating ideas					
c. Keenness and interest in the conduct of training					
d. Stimulation of the participants' interest					
<b>9. Speaker 3</b>					
a. Mastery of the subject matter/content					
b. Use of effective means of communicating ideas					
c. Keenness and interest in the conduct of training					
d. Stimulation of the participants' interest					
<b>10. Speaker 4</b>					
a. Mastery of the subject matter/content					
b. Use of effective means of communicating ideas					
c. Keenness and interest in the conduct of training					
d. Stimulation of the participants' interest					
<b>11. Speaker 5</b>					
a.					
b. Use of effective means of communicating ideas					
c. Keenness and interest in the conduct of training					
d. Stimulation of the participants' interest					
<b>12. Speaker 6</b>					
a. Mastery of the subject matter/content					
b. Use of effective means of communicating ideas					
c. Keenness and interest in the conduct of training					
d. Stimulation of the participants' interest					
<b>13. Speaker 7</b>					
a. Mastery of the subject matter/content					
b. Use of effective means of communicating ideas					
c. Keenness and interest in the conduct of training					
d. Stimulation of the participants' interest					
<b>14. Speaker 8</b>					
a. Mastery of the subject matter/content					
b. Use of effective means of communicating ideas					
c. Keenness and interest in the conduct of training					
d. Stimulation of the participants' interest					
<b>15. Speaker 9</b>					
a. Mastery of the subject matter/content					
b. Use of effective means of communicating ideas					
c. Keenness and interest in the conduct of training					
d. Stimulation of the participants' interest					
<b>16. Speaker 10</b>					
a. Mastery of the subject matter/content					
b. Use of effective means of communicating ideas					
c. Keenness and interest in the conduct of training					
d. Stimulation of the participants' interest					

**Thank you very much for your feedback!**

