

Portfolio Development Participant Feedback Form



There are two sections to this form:

- Section I: Workshop Evaluation
- Section II: Outcome Evaluation

We ask that you take a moment to provide your feedback. Your responses are anonymous and will be used to improve future training methods. Your feedback is important to us.

Section I: Workshop Evaluation

This section helps us understand how future training may need to be adjusted to best respond to participants' needs.

On a scale of 1-4 where 1 is **strongly disagree** and 4 is **strongly agree**, please circle the most appropriate answer:

1. The workshop **venue** was: *Strongly disagree – strongly agree*
- a) Comfortable 1 2 3 4
- b) Well located 1 2 3 4
- Comments: _____
- _____
2. The workshop **content** was:
- a) Relevant 1 2 3 4
- b) Comprehensive 1 2 3 4
- c) Easy to understand 1 2 3 4
- Comments: _____
- _____
3. Workshop **handouts**:
- a) Supported presentation material 1 2 3 4
- b) Provided useful additional information 1 2 3 4
- c) Were clear and well-organized 1 2 3 4
- Comments: _____
- _____

4. The **workshop**:

Strongly disagree – strongly agree

a) Was well paced 1 2 3 4

b) Breaks were sufficient 1 2 3 4

c) Was a good mix between listening and activities 1 2 3 4

Comments: _____

5. The **activities** were useful learning experiences.

1 2 3 4

Comments: _____

6. The **facilitators** were:

a) Knowledgeable 1 2 3 4

b) Well-prepared 1 2 3 4

c) Responsive to participants' questions 1 2 3 4

Comments: _____

7. What did you **like best** about this workshop? _____

8. What did you **like least** about this workshop? _____

9. Would you **recommend** this workshop to someone else?

Yes _____ No _____

Why/why not: _____

Section II: Outcome Evaluation

This section helps us evaluate how effective the workshop was in teaching participants the desired material. The information you provide is anonymous and will be used to improve future training.

*How would you rate your **knowledge, skills and confidence** before and after the workshop in the following areas (please circle the most appropriate response):*

10. **Personal Reflection** (learning chronicle, your skills and abilities, learning style):

Before workshop	Poor	Fair	Good	Excellent
After workshop	Poor	Fair	Good	Excellent

11. **Research** – gathering documents (proving learning, types of documents):

Before workshop	Poor	Fair	Good	Excellent
After workshop	Poor	Fair	Good	Excellent

12. **Integration** – Putting it all together: (goal setting, learning outcomes)

Before workshop	Poor	Fair	Good	Excellent
After workshop	Poor	Fair	Good	Excellent

13. Your **confidence** to **complete a portfolio**:

Before workshop	Poor	Fair	Good	Excellent
After workshop	Poor	Fair	Good	Excellent

14. Your **confidence** to approach an employer/interview:

Before workshop	Poor	Fair	Good	Excellent
After workshop	Poor	Fair	Good	Excellent

15. Your **ability to identify your skills and abilities**:

Before workshop	Poor	Fair	Good	Excellent
After workshop	Poor	Fair	Good	Excellent

16. What **further training or support** would you need to complete a portfolio?

17. Additional comments:

Thank you for participating. We appreciate your feedback!