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:
   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: ____________________________________________________________

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4. The **workshop**:

   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!*