



GUIDE for FEEDBACK from the national Qualification Workshops for Trainers

Dear partners,

in our 3rd meeting you asked for a feedback form for the national qualification workshops.
Please find here attached

- feedback form
- excel sheet for evaluation of the results.

Please generate feedback and evaluate it with the following steps:

FEEDBACK FORM

Step 1

Please fill in the text in national language where you find (*italics between double brackets*)

Step 2

Please add or delete the following lines according to the number of working sessions of your workshop.

Session A ((Title and time of the session))

RATING

Step 3

Print the Feedback form and hand it out to the target group.

Step 4

Please give a short translation of the comments in English and note it in the individual forms..

EVALUATION EXCEL SHEET

Step 5

Prepare the excel evaluation sheet according to the numbers of didactic sessions and participants and add or delete lines or columns.

Step 6

Please transfer the results – English translations of answers and comments and the ratings – into the excel sheet.

The rating calculation will be done by the excel programme.

Step 7

You may use the results for your evaluation report on the national qualification workshop.