

Date: _____

Telling My Story: Analysing and Reporting (Pre-course evaluation)

1. Name:

2. Job Title:

3. Organisation:

4. Email Address:

5. Your Needs: To help us evaluate the effectiveness of our workshop please can you tell us about your skills and knowledge *now*. We'll ask you the same questions again after the workshop.

Please read the statements below and decide how confident you are about each statement. Circle the number that applies to you.

1= *I really need help* → 5= *I am pretty sure I know about this*

I know how to analyse information collected to evidence the achievement of my outcomes	1	2	3	4	5
I know how to report on the achievement of project outcomes to funders and stakeholders	1	2	3	4	5
I know how to learn from the analysis to improve project delivery	1	2	3	4	5
What do you want to get out of this workshop?					

6. Can we add your details to our mailing list? Yes/NO

Date: _____

Telling My Story: Analysing and Reporting (Post course evaluation form)

1. Did we do it for you?

To help us evaluate the effectiveness of our workshop please can you tell us about your skills and knowledge *now*. Please read the statements below and decide how confident you are about each statement. Circle the number that applies to you.

1= *I still really need help* → 5= *I am pretty sure I know about this*

I know how to analyse information collected to evidence the achievement of my outcomes	1	2	3	4	5
I know how to report on the achievement of project outcomes to funders and stakeholders	1	2	3	4	5
I know how to learn from the analysis to improve project delivery	1	2	3	4	5
What do you plan to do with the learning you have gained from the workshop?					

2. Did we do enough to assist your learning experience?

Please read each statement below and decide if this happened enough for you during the workshop. Circle the phrase that applies to you.

Opportunities to learn from my peers	Not enough	Just right	Too much
Relaxed, friendly atmosphere	Not enough	Just right	Too much
Clarity from the trainer	Not enough	Just right	Too much
Practical exercises	Not enough	Just right	Too much
Time to relate learning to my project	Not enough	Just right	Too much

3. Please use the space below to tell us anything else about the workshop for example what we did well or what we could do better.

We follow up some workshop participants to find out if the workshop was useful in the longer term. Can we add you to a list of people we might contact in 4 months' time?

YES

NO