

Evaluating Your Educational Program

Just as important as planning your educational program is planning your program evaluation. Evaluating the program is an essential step to ensure success in future programs. The evaluation will provide you with the strengths of your program as well as places where your program can improve in the future.

Potential questions to ask on a program evaluation could include:

- Were the program objectives met?
- Overall impression of the program.
- Organization (structure and sequence) of the program.
- Relevance of the material to your job.
- Ability of the instructor to stimulate interest in the topic.
- Ability of instructor to actively involve students.
- The usefulness of the seminar manual or materials.
- The ease of the registration process.
- Would you attend another seminar facilitated by this instructor?

(The above questions can have possible rankings of: deficient, below average, average, well above average, and outstanding.)

Other questions you may want to ask:

- What were the strengths of the program?
- What were the weaknesses of the program?
- What changes would you like to see made to this program?
- Other comments.



ARMA International Education Evaluation

Title: _____

Facilitator(s) Name(s): _____ Date: _____

Education Code:

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Please use blue or black ink **Shade Ovals Like** → ●
Not Like → ⊗

Please complete the following evaluation by commenting where noted and marking the appropriate box to indicate your level of satisfaction. Your feedback will help us assure high quality educational programming.

REVIEW OF FACILITATOR(S)

	Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
	5	4	3	2	1
1. The facilitator(s) appeared to be well practiced, prepared, & confident.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The facilitator(s) taught at a pace suitable for the participants.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The facilitator(s) was knowledgeable in the subject area.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The facilitator(s) involved participants in activities & discussions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The facilitator(s) provided practical, useful, real-world examples.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The facilitator(s) provided tools, "how-to"s and/or solutions that will be useful in my career.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The facilitator(s) inappropriately promoted products/services.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The facilitator's overall performance was effective & helped me learn.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

REVIEW OF EDUCATION

	Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
	5	4	3	2	1
9. I was very interested in the education topic.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. The education content met my expectations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. The education content met my needs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. The education topic was timely and relevant.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. The education met all of its stated objectives.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. I had enough time to learn the subject matter taught.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. Overall, I was satisfied with this education program.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

REVIEW OF LEARNING RESOURCES

	Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
	5	4	3	2	1
16. The learning materials (e.g. PowerPoint, handout materials, etc.) were helpful during the education program.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. The learning materials will be a helpful reference.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. The PowerPoint slides were easy to read.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

REVIEW OF YOUR LEARNING

	Strongly Agree	Agree	Undecided	Disagree	Strongly Disagree
	5	4	3	2	1
19. My knowledge and/or skills increased as a result of this education program.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. The knowledge and/or skills gained through this education program are directly applicable to my job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21. I am likely to use some or all of the skills taught in this education program on the job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

22. Would you attend another education program taught by this facilitator? Yes No

23. What improvements would make this education program more effective?

24. What aspects of this education program contributed most to your learning?

25. What aspects of this education program detracted from your learning?

26. What other topics would you like to see offered by ARMA International?

27. Additional Comments:
