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: ____________________________ Date: ____________

Facilitator(s) Name(s): _______________ Education Code: ________

Please use blue or black ink

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)**

1. The facilitator(s) appeared to be well practiced, prepared, & confident.  
   - Strongly Agree 5  
   - Agree 4  
   - Undecided 3  
   - Disagree 2  
   - Strongly Disagree 1

2. The facilitator(s) taught at a pace suitable for the participants.
   - Strongly Agree 5  
   - Agree 4  
   - Undecided 3  
   - Disagree 2  
   - Strongly Disagree 1

3. The facilitator(s) was knowledgeable in the subject area.
   - Strongly Agree 5  
   - Agree 4  
   - Undecided 3  
   - Disagree 2  
   - Strongly Disagree 1

4. The facilitator(s) involved participants in activities & discussions.
   - Strongly Agree 5  
   - Agree 4  
   - Undecided 3  
   - Disagree 2  
   - Strongly Disagree 1

5. The facilitator(s) provided practical, useful, real-world examples.
   - Strongly Agree 5  
   - Agree 4  
   - Undecided 3  
   - Disagree 2  
   - Strongly Disagree 1

6. The facilitator(s) provided tools, “how-to”s and/or solutions that will be useful in my career.
   - Strongly Agree 5  
   - Agree 4  
   - Undecided 3  
   - Disagree 2  
   - Strongly Disagree 1

7. The facilitator(s) inappropriately promoted products/services.
   - Strongly Agree 5  
   - Agree 4  
   - Undecided 3  
   - Disagree 2  
   - Strongly Disagree 1

8. The facilitator’s overall performance was effective & helped me learn.
   - Strongly Agree 5  
   - Agree 4  
   - Undecided 3  
   - Disagree 2  
   - Strongly Disagree 1

**REVIEW OF EDUCATION**

9. I was very interested in the education topic.
   - Strongly Agree 5  
   - Agree 4  
   - Undecided 3  
   - Disagree 2  
   - Strongly Disagree 1

10. The education content met my expectations.
    - Strongly Agree 5  
    - Agree 4  
    - Undecided 3  
    - Disagree 2  
    - Strongly Disagree 1

11. The education content met my needs.
    - Strongly Agree 5  
    - Agree 4  
    - Undecided 3  
    - Disagree 2  
    - Strongly Disagree 1

12. The education topic was timely and relevant.
    - Strongly Agree 5  
    - Agree 4  
    - Undecided 3  
    - Disagree 2  
    - Strongly Disagree 1

13. The education met all of its stated objectives.
    - Strongly Agree 5  
    - Agree 4  
    - Undecided 3  
    - Disagree 2  
    - Strongly Disagree 1

14. I had enough time to learn the subject matter taught.
    - Strongly Agree 5  
    - Agree 4  
    - Undecided 3  
    - Disagree 2  
    - Strongly Disagree 1

15. Overall, I was satisfied with this education program.
    - Strongly Agree 5  
    - Agree 4  
    - Undecided 3  
    - Disagree 2  
    - Strongly Disagree 1

**REVIEW OF LEARNING RESOURCES**

16. The learning materials (e.g. PowerPoint, handout materials, etc.) were helpful during the education program.
    - Strongly Agree 5  
    - Agree 4  
    - Undecided 3  
    - Disagree 2  
    - Strongly Disagree 1

17. The learning materials will be a helpful reference.
    - Strongly Agree 5  
    - Agree 4  
    - Undecided 3  
    - Disagree 2  
    - Strongly Disagree 1

18. The PowerPoint slides were easy to read.
    - Strongly Agree 5  
    - Agree 4  
    - Undecided 3  
    - Disagree 2  
    - Strongly Disagree 1

**REVIEW OF YOUR LEARNING**

19. My knowledge and/or skills increased as a result of this education program.
    - Strongly Agree 5  
    - Agree 4  
    - Undecided 3  
    - Disagree 2  
    - Strongly Disagree 1

20. The knowledge and/or skills gained through this education program are directly applicable to my job.
    - Strongly Agree 5  
    - Agree 4  
    - Undecided 3  
    - Disagree 2  
    - Strongly Disagree 1

21. I am likely to use some or all of the skills taught in this education program on the job.
    - Strongly Agree 5  
    - Agree 4  
    - Undecided 3  
    - Disagree 2  
    - Strongly Disagree 1

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

8364230871  

*Continued On Back*
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:


Thank You!