

Revision of the format (MELP Document)

Draft – 23rd April 2014, Delft

Concerns:

- Open end questions
- Live (think and write)
- Confidential
- Indirect questions for evaluation of the course content (product) and delivery (customer care)
- Analytical perspective : Relevancy, Efficiency and Effectiveness, Strengthen the network (future work), Knowledge management
- Simple and creative or google format (click response and auto compilation)
- Evaluation levels

Yes (5)	No (1)	Comments (3 reasons)

High(5)	Medium(3)	Low (1)	Comments (3 reasons)

Levels of satisfaction	1	2	3	4	5

Course evaluation form

Time: End of the course

Responsible: Course organizer/coordinator

- Gender :
 - Male/Female
- Position:
 - User/manager/academic/researcher/executive officer/policy maker/other

1. Is the course relevant to the area of your work:

Fully (5)	Partially (3)	Comments (3 reasons)
		1. 2. 3.

2. Did the course meet your expectation/objectives

Low (1)	Medium (3)	High (5)	Comments (3 reasons)
			1. 2. 3.

3. Were you able find solution/support to the problem/s you face in your work

Yes (5)	No (1)	Comments (3 reasons)

4. Is the information/content sufficient to improve your present work performance

Levels of sufficiency	1	2	3	4	5

5. Did the presentations help your learning

Clear	Need improvement	Comments (3 reasons)

6. How you satisfied the delivery of the session (Interactive, time, enthusiastic etc.,)

Low	Medium	High	Comments (3 reasons)

7. Are the supporting materials adequate

Levels of satisfaction	1	2	3	4	5

8. Is the facilitation supported your learning

Levels of satisfaction	1	2	3	4	5
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9. What can you do after gaining the knowledge in the course

Share with my colleagues/group	
Organize a programme	
implement in day to day tasks	
help the capnet to organize similar programme	
can be a resource person	

10. What do you want from Cap-Net to implement the knowledge you gained

Similar programme within your group/institution	
To do a case study	
To share resource persons	
To share physical and financial resources	

11. Any other comments/suggestions

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