

UNESCO/APC MULTIMEDIA TRAINING KIT

Trainers' notes: Cooperative Problem Solving Workshop Evaluation

Developed by: Search for Common Ground

Introduction	Unit message: this provides an opportunity for the workshop leaders to learn how well the workshop was received, and areas for improvement.
Timing/Duration	15 minutes.
Content outline and main topics covered	Individuals complete evaluation form.
Target audience	All workshop participants.
Prerequisite skills/Knowledge	This unit is intended to be conducted upon completion of the whole workshop, or upon completion of any portion of the whole workshop that is presented as a "stand-alone" workshop.
Unit objectives/Expected outcomes	Upon completion of this unit, the trainer will have the participants' assessment of the workshop.
Pre-workshop activities	-
Notes on using exercises	See the expanded outline below.
Resources included with unit	<ul style="list-style-type: none">o Trainers' noteso Workshop evaluation formo Materials evaluation formo Copyright statement
Additional trainer resources	-
Equipment needed	Pencils or pens.
Comments	<ul style="list-style-type: none">o Before beginning this unit, insure that there is one copy of the workshop evaluation form for each participant.o You will find an evaluation form included in this unit for you as the trainer to fill out. Please fill it out and forward it to the appropriate party.
Expanded outline	<ol style="list-style-type: none">1. Introduction (5 minutes): we do evaluations to insure that the workshop continues to meet the needs of the participants.2. Pass out the evaluation sheets and ask everyone to fill one out (10 minutes).3. Collect the evaluation sheets, and thank everyone.