

# MULTIMEDIA TRAINING KIT

## *Workshop evaluation: Moving over to OpenOffice.org Writer from Microsoft Word*

Presented by: <ORGANIZATION/TRAINER>

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Thank you for attending this workshop. Please fill in the evaluation form below – your feedback will help us improve our future training programmes.

1. Your name and e-mail address (optional) \_\_\_\_\_

2. Were the workshop aims made clear to you in advance (e.g. through the invitation)?

Not clear   
Somewhat clear   
Very clear

3. How useful did you find the workshop overall?

Not useful   
Somewhat useful   
Very useful

4. How satisfied were you with the trainer?

Not satisfied   
Somewhat satisfied   
Very satisfied

5. How satisfied were you with the handouts?

Not satisfied   
Somewhat satisfied   
Very satisfied

6. How did you find the pace of the workshop?

Too slow   
About right   
Too fast

7. How did you find the length of the workshop?

Too short   
About right   
Too long

8. How satisfied were you with the organization of the workshop?

Not satisfied   
Somewhat satisfied   
Very satisfied

**9. Please use this space for any other comments and suggestions for improvement**