

*Standard Format for Reporting
to the Commonwealth Secretariat
after Attending
CFTC Programmes and Courses*

FEEDBACK AND EVALUATION: IMPACT ASSESSMENT REVIEW

Course Name:

Institution:

City & Country:

Date of Course:

Name of Participants:

1. What were the positive aspects of your learning from participating in the programme?
2. What were the negative aspects of your learning from participating in the programme?
3. How far have you been able to implement your Action Plan?
4. What obstacles if any did you face?
5. How far were you able to disseminate your knowledge with your immediate colleagues within your department/ministries?
6. Is there further scope of technical assistance from the CFTC to strengthen the capacity?

Note: This format was specified and requested by Commonwealth Secretariat.

Programme Title/Dates:

To be completed by the all participants.
Please take a few moments of your time to give your evaluation of the programme
We can only improve through your feedback.

1. What is your general assessment of the dialogue programme?

Comments:.....
.....
.....

- Rating:
- Excellent
 - Good
 - Adequate
 - Poor

2. What is your assessment of the programme content?

Comments:.....
.....
.....
.....

- Rating:
- Exactly right
 - Good (should be modified)
 - Adequate (needs major adjustment)
 - Poor (needs fundamental re-structuring)

How do you assess the balance of time allocated to the formal presentations by resource persons, to participant presentations and to group discussions?

Comments:.....
.....
.....

- Rating: Excellent
 Good
 Adequate
 Poor

b. Was there enough for formal country presentations by participants?
Yes/No

Comments:.....
.....
.....

c. Would you prefer more time for general plenary discussion and less for presentations?
Yes/No

Comments:.....
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.....
.....

d. How do you assess the resource persons at the programme, in terms of quality of presentation, and level of seniority and experience for the purpose of the training programme?

Comments:.....
.....
.....

- Rating: Excellent
 Good
 Adequate

Poor

3. How do you assess the facilities at the hotel?

	<u>Environment</u>	<u>Facilities</u>	<u>Food & Refreshments</u>
Rating: Excellent
Good
Adequate
Poor

4. How do you assess the hotel accommodation?

Comments:.....
.....
.....

Rating: Excellent
 Good
 Adequate
 Poor

5. How do you assess the logistical, travel and administrative organisation of the programme?

Comments:.....
.....
.....

Rating: Excellent
 Good
 Adequate
 Poor

6. What were your main expectations of the programme? Were they fulfilled?

Comments:.....
.....

.....
.....

7. What were the most useful aspects of the programme for you?

Comments:.....
.....
.....

8. What were the least useful aspects?

Comments:.....
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.....

9. Have you any specific recommendations to improve the programme?

Comments:.....
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10. Please comment on any direct and indirect potential outcomes from this programme in terms of implementation in your own country.

Comments:.....
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11. What follow-up actions would you like the Commonwealth Secretariat to do in your country after this programme?

Comments:.....
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.....
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12. Please give any additional comments or suggestions?

Comments:.....
.....
.....

Signature:.....

Date:.....

Name:.....

Position:.....

Address:.....

.....

.....

Telephone No......

Fax:.....

E-mail address:.....

Nationality:.....