

Name of course:

Date of course:

Trainer / Facilitator feedback form

Your comments and feedback are important to us in helping to develop and improve future events. Please complete this form as soon as possible and continue on a separate sheet if necessary. Please return to: Paula Cannings, paula@voscur.org / 0117 909 9949

Your comments on the participants

Was their background and level of experience as you expected?
Do you feel they were right audience for this course?
How well did they respond?

Your comments on the event

Which parts do you think worked?
Are there any parts which didn't work and why?
Did you have to change anything you planned to do?
What changes (if any) would you make if running the session again?

Comments on the venue

Were the staff at the venue friendly and helpful?

Did you have all the resources you requested?

Was the room conducive to learning, e.g. temperature, light, size?

Was this a good location for future events?

Comments on the admin arrangements

Did you have all the information you needed prior to the event?

Any other comments, observations and suggestions