

UNIVERSITY OF KWAZULU NATAL
COLLEGE REORGANISATION

CHANGE MANAGEMENT WORKSHOP – EVALUATION/FEEDBACK

Date: _____

Training Venue: _____

Campus: _____

Participant Name (optional): _____

College/School/Division/Section: _____

INSTRUCTIONS

Please circle your response to the items. Rate aspects of the workshop on a 1 to 5 scale:

1 = "Strongly disagree," or the lowest, most negative impression

2 = "Disagree"

3 = "Neither agree nor disagree," or an adequate impression

4 = "Agree"

5 = "strongly agree," or the highest, most positive impression

Choose **N/A** if the item is not appropriate or not applicable to this workshop.

Your feedback is appreciated. Thank you.

THE WORKSHOP (Please circle your response to each item)

1.	The workshop objectives were clearly spelt out.	1	2	3	4	5	N/A
2.	The workshop lived up to my expectations.	1	2	3	4	5	N/A
3.	The content was relevant to me/my job.	1	2	3	4	5	N/A
4.	The workshop stimulated me/my learning around change.	1	2	3	4	5	N/A
5.	The workshop was easy to follow and understand	1	2	3	4	5	N/A
6.	The workshop was appropriate for me.	1	2	3	4	5	N/A

THE WORKSHOP FACILITATOR (Please circle your response to each item)

7.	The facilitator was well prepared.	1	2	3	4	5	N/A
8.	The facilitator was helpful.	1	2	3	4	5	N/A
9.	The facilitator was able to answer all my change questions.	1	2	3	4	5	N/A

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|-----|--|---|---|---|---|---|-----|
| 10. | The facilitator was able to refer my queries appropriately | 1 | 2 | 3 | 4 | 5 | N/A |
| 11. | The facilitator heard my/our concerns. | 1 | 2 | 3 | 4 | 5 | N/A |

THE WORKSHOP OUTCOMES (Please circle your response to each item)

- | | | | | | | | |
|-----|--|---|---|---|---|---|-----|
| 12. | The objectives of the workshop were met. | 1 | 2 | 3 | 4 | 5 | N/A |
| 13. | I will be able to use/apply what I learned in this workshop. | 1 | 2 | 3 | 4 | 5 | N/A |
| 14. | The workshop was a good way for me to learn about change. | 1 | 2 | 3 | 4 | 5 | N/A |

15. I benefited the most from? _____

16. I benefited the least from? _____

17. Any other comments? _____

THANK YOU!

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