

**Webster Staff Alliance  
Professional Development Program  
Workshop/Seminar Evaluation Form**

**Title** \_\_\_\_\_ **Presenter** \_\_\_\_\_

**Sponsoring Company** \_\_\_\_\_ **Date** \_\_\_\_\_

1. What specific objectives did you expect to achieve (or make progress toward achieving) by attending this workshop? .

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Of the ideas and information presented, which specifically addressed your objectives? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. How do you plan to use what you have learned in this workshop? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE RATE THE FOLLOWING ON A SCALE OF 1 to 3**

(1=Superior; 2=Satisfactory; 3=Unsatisfactory)

**1. The Presenter**

- a. Knowledge of subject \_\_\_\_\_
- b. Quality of presentations \_\_\_\_\_

**2. The Workshop/Seminar**

- a. Achievement of workshop objectives \_\_\_\_\_
- b. Organization \_\_\_\_\_
- c. Focus on important issues and concerns \_\_\_\_\_
- d. Relevance to your actual work \_\_\_\_\_

**3. Overall Rating of Workshop/Seminar** \_\_\_\_\_

**4. General Comments** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Thank you very much for giving this evaluation your thoughtful attention.*

**Please return this form to Terri Jones, Information Technology**