

Simple and to-the-point.

Post-Workshop Questionnaire Template

We invite you to provide feedback on the workshop you attended in order to assist us in maintaining and improving the quality and relevance of the material presented. We value your honest opinions.

This questionnaire will take less than 5 minutes.

Please state the extent to which you agree or disagree with the following statements, where 1 is Strongly Agree and 5 is Strongly Disagree (tick one per statement).

ABOUT THE PRESENTER

Q1.	SA				SD
	1	2	3	4	5
A. The presenter communicated the information clearly.	☐	☐	☐	☐	☐
B. The presenter made the subject matter compelling.	☐	☐	☐	☐	☐
C. The presenter was able to answer questions.	☐	☐	☐	☐	☐

Structure helps make things clear to participants.

ABOUT THE PRESENTATION

Q2.	SA				SD
	1	2	3	4	5
A. The workshop was relevant to me.	☐	☐	☐	☐	☐
B. The workshop was interesting.	☐	☐	☐	☐	☐
C. The workshop met my purpose in attending.	☐	☐	☐	☐	☐
D. The workshop motivated me to take action.	☐	☐	☐	☐	☐
E. I want to tell others about what was presented.	☐	☐	☐	☐	☐
F. The handouts/supporting material were useful.	☐	☐	☐	☐	☐
G. I have the confidence to use the knowledge gained from the workshop in my life.	☐	☐	☐	☐	☐

ABOUT THE WORKSHOP IN GENERAL

Q3.	SA				SD
	1	2	3	4	5
A. The venue was conveniently located.	☐	☐	☐	☐	☐
B. The duration of the workshop was right for me.	☐	☐	☐	☐	☐
C. The workshop was well organised.	☐	☐	☐	☐	☐

Q.4. What was the best aspect of the workshop?

Q.5 What aspect of the workshop needs improvement?

Aim for a mix of qualitative and quantitative questions if possible.