

Participant Feedback

Housekeeping – 101 – Low Trust – 10 mins – szp.guide/participantfb

Materials

- Participant feedback forms

Setup

- N/A

Facilitator Framing

- Ask for feedback that you know you will use. If you are looking to change/alter the content material, ask for feedback on the content, if you want feedback on your facilitation process, ask for questions on your facilitation. Do not ask for feedback you are not going to meaningfully use.

Goals & objectives

- Opportunity for participants to give feedback on the training that will help the facilitator grow and develop the training in the future.

Process Steps

1. Hand out feedback forms and let participants know where to put them when they are done.
2. If you'll be sticking around the workshop for questions afterward let participants know that as well. Any additional information you want your group to have, be sure to share before passing out feedback forms.

Make it your own

Modify the feedback form to fit your needs and interests and for the participating group.

Notes

It is very easy to cringe before asking for feedback if you think the training went poorly. If you can, push through that, ask for it anyway. Maybe they'll agree, "It was a terrible training!" and maybe they won't. They will (ideally) either way, help you gain more clarity on what you can improve and change to make it (even) better.

Don't look at the feedback forms as you receive them, it is likely to make some people self conscious about giving feedback. Additionally, we have found it helpful at times to delay looking at the feedback forms for a bit until we've had time to come down and reflect on the training. Sometimes, we use that feedback as a metric for whether we should feel good about the training or not. Resist that, and give yourself some time for your own reflection.

Asking for feedback during the workshop time is crucial. Your feedback response rate will drop tremendously if you ask folks to do it after the workshop.

Participant Feedback Form

Please answer honestly :)

What is one thing that you learned from the training today? What did you enjoy about today's training?

What could be improved for the next time this training is facilitated? How do you think this training could be improved?

Who would you recommend this training to? What would you say to get them interested?

Additional feedback for the facilitators? This could be in regards to material covered or the facilitation process.

