



WritingForResults.net
THE ART AND SCIENCE OF SUCCESSFUL BRIEFING NOTES
Workshop Evaluations

Summary of Responses

Each participant was asked to circle a number between 1 and 10 to indicate the extent to which he or she agreed or disagreed with the statements below. A “1” meant that he or she disagreed strongly. A “10” meant that he or she agreed strongly.

Objectives	Disagree	Agree
1. The workshop’s objectives were clear to me.		Average Response: 9.1
2. The workshop achieved its objectives.		Average Response: 9.1
3. I can use what I learned on the job.		Average Response: 9.3
4. My briefing notes will now be better than they were before.		Average Response: 8.8
5. I would recommend this workshop to a friend.		Average Response: 9.2
Instructor		
6. The instructor was knowledgeable.		Average Response: 9.5
7. The instructor explained things well.		Average Response: 9.2
8. The instructor was responsive to questions and comments.		Average Response: 9.6
9. The instructor kept my energy level high.		Average Response: 8.9
Discussions and Exercises		
10. The group discussions were useful.		Average Response: 8.8
11. The exercises were useful.		Average Response: 9.0
Style		
12. The training on style was useful.		Average Response: 8.9

The Step-by-Step Model

Disagree

Agree

$\bar{13}$. I understand the step-by-step model.

Average Response: 9.1

14. The step-by-step model will help me to write briefing notes more efficiently and effectively.

Average Response: 9.0

The Case Study

$\bar{15}$. The case study was a valuable learning experience.

Average Response: 8.9

16. The research paper was helpful for the case study.

Average Response: 8.5

17. The research paper had the right amount of detail.

Average Response: 8.4

Manual

$\bar{18}$. The workshop manual is useful.

Average Response: 9.4

Meeting Room

$\bar{19}$. The meeting room was conducive to learning.

Average Response: 9.0

20. I was able to read the slides on the screen easily.

Average Response: 9.4

Food

$\bar{21}$. The food and refreshments met my expectations.

Average Response: 9.7

Thank you for your feedback. We value it highly!