



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

Summary of Reponses
(current to June 15, 2010)

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: 8.8	
3. I can use what I learned on the job.	Average Response: 8.7	
4. My briefing notes will now be better than they were before.	Average Response: 8.5	
5. I would recommend this workshop to a friend.	Average Response: 8.7	

Instructor

6. The instructor was knowledgeable.	Average Response: 9.2	
7. The instructor explained things well.	Average Response: 9.0	
8. The instructor was responsive to questions and comments.	Average Response: 9.3	
9. The instructor kept my energy level high.	Average Response: 8.5	

Discussions and Exercises

10. The group discussions were useful.	Average Response: 8.8	
11. The exercises were useful.	Average Response: 8.7	

Style

12. The training on style was useful.	Average Response: 8.5	
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The Step-by-Step Model

Disagree

Agree

13. I understand the step-by-step model.

Average Response: 8.9

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

Average Response: 8.5

The Case Study

15. The case study was a valuable learning experience.

Average Response: 8.6

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

Average Response: 8.2

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

Average Response: 7.6

Manual

18. The workshop manual is useful.

Average Response: 9.1

Meeting Room

19. The meeting room was conducive to learning.

Average Response: 8.6

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

Average Response: 9.3

Food

21. The food and refreshments met my expectations.

Average Response: 9.4

Thank you for your feedback. We value it highly!