

# Appendix I

## Professional Development Evaluation      Hours \_\_\_\_\_



**Directions:**

1. Complete the entire form
2. Indicate the quality of training using the criteria below.
3. Cite specific information from the training in your written comments

<b>Name:</b> ▶		<b>Date:</b> ▶		<b>Building/School:</b> ▶	
<b>Topic/Activity:</b> ▶		<b>Presenter:</b> ▶			

	<b>Criteria</b>	<b>My Rating #</b>
<b>Training/Presentation</b>	3. Highly interesting and informative 2. Somewhat interesting and informative 1. Uninteresting and uninformative	
<b>Usefulness</b>	3. Very useful 2. Somewhat useful 1. Not useful	
<b>Participant Involvement</b>	3. Numerous hands-on activities and chances for involvement 2. Some hands-on activities and chances for involvement 1. All lecture: no chance for involvement	
<b>Questions &amp; Answers</b>	3. Numerous opportunities for questions and answers 2. Limited opportunities for questions and answers 1. No time for questions and answers	
<b>Content</b>	3. Very appropriate to the topic 2. Appropriate to the topic 1. Inappropriate to the topic	
<b>Materials</b>	3. Highly coordinated with topic and presentation 2. Somewhat coordinated with topic and presentation 1. Poorly organized, hard to follow, lacked focus	
<b>Pace</b>	3. Optimal 2. A little slow or fast 1. Too slow or too fast	
		<b>TOTAL Points:</b> ▼

<b>What have you learned that you did not know before?</b>	
<b>What can you now implement or do with what you have learned?</b>	
<b>What do you think will have the most positive impact?</b>	
<b>What follow-up could you suggest for this training?</b>	