



OFFICE OF LIFELONG LEARNING
PROGRAM CONTENT AND SPEAKER EVALUATION FORM

SECTION I. PROGRAM CONTENT

Department: _____

Title of Presentation: _____

Date: _____

Objectives: _____

SCALE: 1-2 Poor (Limited Knowledge) 3-4 Satisfactory (General Knowledge) 5 Excellent (Fully Competent)

Please circle the appropriate number of the rating scale and return.

(*Refer to handouts for educational objectives)

- 1. To what extent were you already familiar with the content covered in this program?
2. To what extent was your overall understanding of the subject matter enhanced?
3. Was objective #1 met?
3. Was objective #2 met?
4. Was objective #3 met?
5. Overall effectiveness of presentation
6. Quality of printed or audiovisual material
7. Overall quality of presentation
8. This educational activity has contributed to my professional effectiveness and improved my ability to:
9. What percentage of the material was new to you?
10. Was this program fair, balanced, and free of commercial bias?

11. Specific comments and/or criticisms.

12. Please list suggestions for future topics and/or conferences.

SECTION II. SPEAKERS EVALUATION

Please rate each item for each lecturer/presenter according to the following scale:

5, excellent

4, good

3, adequate

2, needs improvement

1, unacceptable

0, lecture, seminar, symposium not give

Date	Lecturer / Presenter	A	B	C	D	E	F	Total

Ratings Columns A thru F:

A . . . Relevance to Needs B. Preparedness C . . . Clarity of Concepts
D . . . Speaking Skills E . . . Hand-Outs F . . . Audio / Visuals