

Complete the statements 35 min



EVALUATION AND FOLLOW-UP

FEEDBACK EXERCISE

PLENARY EXERCISE

About the exercise

TARGET AUDIENCE

Any.

PURPOSE

- To enable participants to give open and honest feedback about their experience of the training.
- To provide the facilitator with feedback on particular aspects of the training.

DESCRIPTION

A very simple participatory evaluation exercise, which is good for capturing qualitative data and feedback about the training.



Instructions

RESOURCES

- Flipchart sheets.
- Plenty of post-it notes and pens.

ADVANCE PREPARATION

- Identify areas that you would like feedback on and create statements that you would like participants to complete (see below for examples).
- Prepare several flipchart sheets, each with a different statement written at the top and plenty of room for participants to add post-it notes.

HOW TO INTRODUCE THE EXERCISE 4 MIN

Explain that participants are going to take part in an evaluation exercise in which they provide feedback about the training by completing a set of statements. Distribute post-it notes and pens to the participants and display the flipchart sheets with your chosen statements written up. For example:

- The most important thing I have learnt in this training is...
- The most useful activities in this training were...
- The facilitator was...
- The main thing that could be improved in this training is...
- One key thing the facilitator could do better is....
- Something I wish we had more time for is...
- As a result of this training, I will...

HOW TO RUN THE EXERCISE 30 MIN

• INDIVIDUAL FEEDBACK (20 MIN)

Ask participants to complete each statement on a separate post-it note and to stick the notes to the appropriate flipchart.

- **PLENARY DISCUSSION** (10 MIN)

Review the completed statements. Lead the plenary discussion with the following questions:

- Could you say more about....?
- Could you give me an example?
- Is there anything you think we could drop from the training to have more time for X?

HOW TO CONCLUDE THE EXERCISE 1 MIN

Thank the participants for their valuable feedback. Document the responses after the session as qualitative data to inform your overall evaluation of the training.

Source

Adapted from the FORB Learning Platform's online training of the trainers' course www.forb-learning.org/courses/tot