**Leadership Workshop**

**[Date]**

**[Title]**

 **Evaluation Questionnaire**

This evaluation is sponsored by [Institution or Program]. Our team will be assessing the effectiveness of this workshop based on your feedback. This study seeks to determine whether these workshops impart useful information to academic leaders and help them to improve their departmental climate. Should the method used today prove effective, best practices regarding faculty leadership development, improving communication among units and creating networks among leaders will be shared within [Institution] and with other institutions. We hope that sharing this knowledge will indirectly effect all participants by creating a more productive and stimulating intellectual community at [Institution].

This evaluation should take five to ten minutes to complete.  Please do not feel obliged to answer every question. Your voluntary participation is greatly appreciated and you are welcome to stop anytime. Your evaluation is anonymous and cannot be linked to your identity.

If you have any questions, please contact [Program Contact] [Email]. Please note, we cannot guarantee the confidentiality of the data sent via email.

**Please check:**

[ ]  Department Chair

[ ]  Faculty Member

[ ]  Dean/Assoc.Dean/Div.Dean/etc.

[ ]  Other

**Please check:**

[ ]  1st time attending

[ ]  2nd time attending

[ ]  3rd time or more

**If you need to leave early, please drop off your evaluation questionnaire at the check-in desk.**

**1. Please evaluate the overall quality of the workshop by checking the appropriate box.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Poor** | **Fair** | **Good** | **Very Good** | **Excellent** | **N/A** |
| Organization | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Length | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Panel | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Small Group Activity | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Overall | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. What was the most valuable part of the workshop for you? Check at MOST two.**

[ ]  Learned something [ ]  Useful Tools [ ]  Networking

[ ]  Different perspectives on issues [ ]  Discussion/Q&A [ ]  Shared experience with others

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Would you recommend this workshop to others?** [ ]  Yes [ ]  Maybe [ ]  No

Why or why not?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. Relevance of today’s workshop topic to my position**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   | **Not at all****Relevant** | **Slightly****Relevant** | **Somewhat****Relevant** | **Very Relevant** | **Extremely Relevant** | **N/A** |
| [Sub-topic] | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| [Sub-topic] | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| [Sub-topic] | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| [Sub-topic] | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

Comments:

**5. We have some overarching goals for these leadership development activities. Please let us know if today’s session helped you in the following areas:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **a. “I gained useful information or insight in…”** | **Disagree** | **Disagree Somewhat** | **Agree Somewhat** | **Agree** | **NA** |
| i. Understanding my role as a department leader | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| ii. Developing better working relationships in my unit | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| iii. Developing other department leaders | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| iv. Improving the climate in my unit for faculty, staff, and students from diverse backgrounds | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| v. Understanding the policies and procedures at UW | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **b. “I will use some of the tools and strategies I learned today to address similar issues in my unit.”** | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **c. “Attending these workshops has improved my ability to** **lead my unit.”** | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| **d. “I have used some of the strategies or ideas from previous workshops in my unit.”** | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

**6. How did (or didn’t) this workshop meet your expectations?**

**7. What information or perspective was new that you never previously considered?**

**8. What additional suggestions do you have for future workshop topics and/or improvements?**

**9. General Comments**

**10. What suggestions do you have for engaging the emerging leaders who attend these workshops?**

|  |  |
| --- | --- |
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