
APPENDIX K:



Sample Evaluation Forms for the Assessing Materials Workshop



On-Site Evaluation Form



Follow-up Evaluation Form

ASSESSING MATERIALS WORKSHOP
***On-Site* Evaluation Form**

NAME: _____

OCCUPATION: _____

ORGANIZATION: _____

- What information was presented at the workshop that was new to you?

- What about the workshop did you value?

- What, if anything, should be modified or eliminated? How should it be modified?

- What information or skills presented at the workshop, if any, will you incorporate into your work?

ASSESSING MATERIALS WORKSHOP

Follow-up Evaluation Form

NAME: _____

OCCUPATION: _____

ORGANIZATION: _____

WORKSHOP YOU ATTENDED: _____

- What information or skills presented at the workshop, if any, have you been able to incorporate into your work?

- What action steps, if any, have you been able to take towards developing and implementing plain language policy into your workplace?

- What are some barriers you have faced, if any, in implementing change?

- What were some of your strategies in overcoming these barriers?