**Questionnaire / Evaluation form**

This document should be used as a guide to help evaluate the training. The questions cover the course in general (objectives and content, structure, sequence and materials) and the trainee’s perception and evaluation of the usefulness of the activity.

**Key: Please tick the figure that most closely corresponds to your view**

😊 Highly satisfactory  
😊 Satisfactory  
😊 Unsatisfactory

**1. Course objectives and content**

a. The course objectives are:  

b. The objectives were reached:  

c. The content matched the objectives and your needs:  

d. The content was well structured and organized:  

e. The content was presented in a ___ manner:  

What parts of the content should be changed for future courses?  
________________________________________________________________________  
________________________________________________________________________  
________________________________________________________________________  
________________________________________________________________________

**2. Course structure and sequence**

a. The course structure was:  

b. The structure and sequence met my training needs:  

c. Logistical organization was:  

d. The programme allowed you to acquire knowledge:  

e. The discussions and presentations enabled you to improve your knowledge and contacts:  

What parts of the course structure and/or sequence should be changed or improved for future courses?  
________________________________________________________________________  
________________________________________________________________________  
________________________________________________________________________  
________________________________________________________________________  

1
3. Course materials and documents

   a. The trainer’s guides were:
   
   b. The introductory videos were:
   
   c. The introductory texts were useful and met your needs:
   
   d. The introductory presentations were:
   
   e. The case studies were useful and targeted to your needs:
   
   f. Case study 1 was:
   
   g. Case study 2 was:
   
   h. Case study 3 was:
   
   i. Case study 4 was:
   
   j. Case study 5 was:
   
   k. The bibliography and Internet links were useful for your activities and training:
   
   l. The supporting documents helped you on the course:
   
   m. The glossary and concepts helped you understand the terminology:
   
   n. The group work and practical exercises meet your needs:
   
   o. The materials helped you learn how to carry out a full evaluation (vulnerability and adaptation)
   
   p. The group presentations were clear and helpful:

Which course materials and documents should be changed or improved for future courses (if necessary, go back over points a to n)?

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________