

## Session 5.2 – Evaluation and closing

---

### Aims

- To evaluate the course in terms of contents, objectives and expectations fulfilled, as well as facilitation
- To close the course

### Outcome of this session

At the end of the session the participants will be able to:

- Express their opinion on the course and its facilitation

### Key points

1. Evaluation of a training course is very useful for participants, to enable them to reflect on their expectations and share comments; and for the facilitators, to improve on their performance and the contents of the course
2. The evaluation will enable the participants and facilitators to prepare for changes that can be incorporated in the training during the next few days.

### Materials and handouts

#### 5.2.1 Evaluation form

### Handout 5.2.1– Evaluation form

*Your evaluation comments will be used to review and adapt the module and its implementation, where necessary. We appreciate your time and effort to provide this important feedback.*

1. In general: did the training meet your expectations? Was the training relevant for you? Did you learn useful new things? Please explain.

2. The objectives of the training were as follows:

*At the end of the training the participants are able to:*

- 1. Identify the different stages of a project life cycle and their associated activities;*
- 2. Apply appropriate tools for identification and assessment of the need of a project (problem identification, situation analysis, stakeholder analysis)*
- 3. Link inputs, activities, outputs, outcomes and impact in a results chain;*
- 4. Develop and apply LFA and other project planning and management tools like Work breakdown structure, performance monitoring framework and Gantt chart;*
- 5. Prepare project budget;*
- 6. Develop a structural framework for an appropriate project proposal*

Did the training meet all of the objectives? Please explain.

3. Which sessions/topics were most useful or did you like most? Why?

**Participants manual: Day 1- 5**

4. Which sessions/topics were least useful or did you like least? Why?

5. Which topics did you miss and need to be included? Why?

6. Do you feel the facilitators were well prepared for their tasks (with regard to contents, methodology and group dynamics)? Please make suggestions for improvement.

7. Please write here any other comment or suggestion you may have.

**Participants manual: Day 1- 5**

8. During the training days next week, which are the specific topics/sessions that you feel you need to discuss again in order for you to be able to facilitate the workshop yourself? Please explain.

*THANK YOU!*