



Take Charge Seminars

A division of The Gadwall Group, Ltd.

Seminar Evaluation Form

Date	_____
Program Title	_____
Location	_____
Speaker	_____

In order to ensure the quality of our seminars, we would appreciate your filling out this evaluation of the program.

We use a letter grade system, just like you remember from your school days. This may be more helpful to you than assigning numbers. And remember, we don't grade on the curve here! Just circle the "grade" that applies. In the next section, we welcome your own comments.

What was your overall impression of the seminar? A B C D F

How interactive was the program? Did you feel involved? Did you get your questions answered? Did the instructor invite questions? A B C D F

How was the quality of the presentation materials? Did the speaker use enough slides and overheads? Did the materials help you learn and explain the subject matter? If the speaker provided their own materials, were they useful? A B C D F

How were the printed materials produced by Take Charge Seminars? Were they helpful and relevant to the course? A B C D F

How was the speaker's knowledge in the subject matter? While they can't know everything, were they accurate and able to answer most questions? For the questions they couldn't answer, did they point you to other resources? A B C D F

Was the program free from heavy sales or promotional pitches? Did the speaker avoid "selling" anything from the front of the room other than making a short introduction about themselves and any products? A B C D F

Were your expectations for the seminar met? A B C D F

How was the seminar facility? Was it clean and well maintained? How were the temperature, lighting and noise levels? Was the hotel staff knowledgeable and courteous? Was the setup of the room comfortable (aside from the seats, which are always uncomfortable)? A B C D F

Please give us your comments. What did you liked and dislike about the seminar? What did you learn? Would you recommend this course to others? And if you indicated a grade of C or less, please tell us how we can get a higher score next time. Please use the other side if you need more room.

May we use your comments in our marketing materials? Yes No

Contact information below is optional.

Name

Title

Company

Your organization's city

Thank you for joining us today! We really value your comments and hope to see you in a future seminar!