

SAMPLE PROGRAM EVALUATION

In-Person Live Program

[INSERT CE Provider Name]

[INSERT Program Title]

[INSERT Program Date]

Identify your profession:

- ☐ Professional Counselor
☐ Social Worker
☐ Psychologist
☐ Psychiatrist
☐ Psychiatric Nurse
☐ Other: _____

How many years of experience do you have in your profession?

- ☐ 0–1
☐ 1–2
☐ 2–4
☐ 4+

Please indicate the degree to which you disagree or agree with the statements below.

<i>Disagree (1)</i>	<i>Somewhat Disagree (2)</i>	<i>Neutral (3)</i>	<i>Somewhat Agree (4)</i>	<i>Agree (5)</i>	
1. The learning objectives were fully addressed.			1 2 3 4 5		
2. The program content was current.			1 2 3 4 5		
3. The program content enhanced my multicultural awareness and ability to work with diverse populations.			1 2 3 4 5		
4. The program content was appropriate to my education and experience.			1 2 3 4 5		
5. The program content was relevant to my profession.			1 2 3 4 5		
6. The presenter was knowledgeable about the content.			1 2 3 4 5		
7. The presenter presented the subject matter clearly.			1 2 3 4 5		
8. The presenter was responsive to participants.			1 2 3 4 5		
9. The program advertisement was accurate.			1 2 3 4 5		
10. The instructions for requesting accommodations for a disability were clear.			1 2 3 4 5		
11. The venue was conducive to learning.			1 2 3 4 5		
<i>N/A (0)</i>	<i>Disagree (1)</i>	<i>Somewhat Disagree (2)</i>	<i>Neutral (3)</i>	<i>Somewhat Agree (4)</i>	<i>Agree (5)</i>
12. My request for accommodations was satisfactorily met.				0 1 2 3 4 5	
13. The program materials enhanced my learning experience.				0 1 2 3 4 5	
14. The program materials were professional in appearance.				0 1 2 3 4 5	

How could we improve this program?

Other Comments:

Points to consider as you design your program evaluation:

- If you have more than one presenter, you must allow the participant to evaluate each separately. A good way to accomplish this is by repeating Items 6, 7, and 8 based on the number of presenters and inserting the presenter name. When the program is a conference with sessions, the best way to evaluate each presenter is to evaluate each session individually.
- Each item should only evaluate one concept.
- Items related to personal growth or applicability to personal issues are not appropriate for professional continuing education program evaluations.