

HANDOUT 11 COURSE EVALUATION QUESTIONNAIRE

Introduction

This questionnaire is to be completed by persons who have participated in a community radio training programme. It is meant to help gather the experiences and opinions about training sessions in order to improve future activities.

This document also provides a general layout of questionnaires.

Respondent's number				
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Course EVALUATION

Written structured questionnaire

Introduction

This questionnaire is intended for persons who have participated in a community radio training programme. It is meant to help gather the experiences and opinions about training sessions in order to improve future activities. Most questions can be completed by ticking the appropriate box; a few questions have space for short answers. Please fill in the entire questionnaire and return to the person in charge of the training programme.

The information will be treated confidentially

Thank you for your contribution to this assessment.

Course Information

Organization responsible for course:

Name of course trainer or coordinator:

1. Period when course was held:

- ☐ summer 2006
- ☐ autumn 2006
- ☐ winter 2006/2007
- ☐ spring 2007
- ☐ summer 2007

Background

2. name

last name: ...

first name: ...

3. Year of birth:

19 ..

4. Gender

- ☐ male
- ☐ female

5. Have you had experience with radio production *before* participating in this training course?

- ☐ none
- ☐ a little
- ☐ quite a bit

6. Have you had previous working experience in the media industry (e.g., newspapers, television)?

- ☐ none
- ☐ a little
- ☐ quite a bit

Training unit: [fill in specific unit to evaluate]**General questions**

7. How many sessions did you attend?
... sessions
8. How many other persons participated in the course?
...people
9. How many trainers were involved in the course?
...trainers

SPECIFIC NEEDS FOR ATTENDING THE COURSE

10. Can you identify what needs concerning [fill in theme of unit] you had prior to the course?

Please tick your answer in the respective box.

<i>Training needs</i> ¹	A great deal	A lot	Somewhat	None
1 ...				
2 ...				
3 ...				
4 ...				
Etc.				

11. Can you identify to what extent these needs are met by the training?

Please tick your answer in the respective box.

<i>Training needs</i> ²	Hardly	Somewhat	Quite a bit	(almost) completely
1 ...				
2 ...				
3 ...				
Etc.				

The following statements refer to your specific skills in terms of [fill in theme of unit]

12. Can you indicate to what extent you agree with the following statements?

¹ These types of needs can be identified prior to the course by trainers, or be entered by the trainees themselves while completing the questionnaire.

² The needs identified here should correspond with the ones mentioned above.

Please tick your answer in the respective box.

	Agree strongly	Agree	Neither agree nor disagree	Disagree	Disagree strongly
1					
2					
3					
4 Etc					

Conclusion

13. What is your overall assessment of the course:

- ☐ excellent
- ☐ good
- ☐ average
- ☐ below average
- ☐ poor

14. Please briefly explain your opinion of the course; use the reverse side of this questionnaire if you need more space.

15. What changes or improvements would you recommend for future training programmes (use the reverse side of this questionnaire if you need more space).