



Client Workshop Experiences: Sample Feedback Forms

OPRE report #2022-197

Continuous quality improvement (CQI) might require data in addition to the information available in nFORM (Information, Family Outcomes, Reporting, and Management), the management information system for Healthy Marriage and Responsible Fatherhood (HMRF) grantees. For example, you often want to know about clients' experiences in specific workshop sessions. This document includes two examples of feedback forms you could use or adapt to collect client feedback on workshops. Information on the clients' perspectives can help identify what is working well in the workshops and what could be improved as part of the CQI process.

Workshop Feedback Form Example 1: Exit Slip

The exit slip is a low-burden feedback form for clients. This example from Illinois State University's CARE4U program has four questions about the session and a way for clients to request additional support. The university has given permission for others to use their form.

CARE4U EXIT SLIP

SELECT THE NUMBER THAT BEST FITS YOUR ANSWER.

I did **not** find the topics of today useful

 1 2 3 4 5

I did find the topics of today useful

The way the topics were presented today was **not** clear and understandable

 1 2 3 4 5

The way the topics were presented today was clear and understandable

The main takeaway(s) I remember from today:

I'd like more help understanding: _____

Include your name if you'd like to talk 1-on-1: _____

Workshop Feedback Form Example 2: Workshop Feedback Form

You can use this sample form, developed by Public Strategies, to gather information from participants on their experience as well as intended workshop outcomes. It includes both participant ratings, which can be quantified, as well as open-ended responses, which are a source of qualitative data.

Workshop #: _____ Session #: _____ Today's Date: _____

Educators: _____

TODAY'S CLASS					
	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
The facilitators were friendly and helpful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The facilitators knew the topics, spoke clearly, and were organized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The session materials were helpful (PowerPoint, video clips, display board).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TODAY'S CURRICULUM CONTENT					
	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
My knowledge of the topics discussed today increased.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
These topics are relevant to my needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Today's session met my expectations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I feel these skills will be useful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How will you use the information and skills discussed today in your relationship?

What did you like most about today's workshop?

Any additional thoughts you would like to share?

This resource was written by Sarah Avellar (Mathematica) and Liz Pollock (Office of Planning, Research, and Evaluation (OPRE)) based on materials from the University of North Carolina's Frank Porter Graham Child Development Institute - National Implementation Research Network in collaboration with the Administration for Children and Families' Office of Family Assistance (OFA) and OPRE (contract #HHSP2332009564WC/HHSP23337050T). OPRE Project Officers: Katie Pahigiannis and Pooja Gupta Curtin. Mathematica Project Director: Sarah Avellar.

Suggested citation: Avellar, S. and L. Pollock (2020). Client Workshop Experiences: Sample Feedback Forms (OPRE Report 2022-197). Washington, DC: Office of Planning, Research and Evaluation, Administration for Children and Families, U.S. Department of Health and Human Services.