Staff Evaluation
Each staff member should complete a conference evaluation immediately after the conference. After the staff completes their evaluations, the staff should hold a meeting to discuss the staff and participant evaluations and make any written recommendations about the conference to the council training committee. Print a copy of the Staff Evaluation form for each staff member, and perhaps a few extra.

Recognition
Give immediate recognition after the event. Consider giving an additional recognition to conference participants when they complete their first training presentations. Recognize participants in your council newsletter or through other media. This not only recognizes the participants, but also promotes future trainer development conferences.

Follow-up
Write thank-you letters a day or two after the conference to those who were especially helpful in making the course a success.

Send two copies of the Training Attendance Report to the council service center and one copy to the council training committee. The committee should furnish each district training chairmen a list of trainers who completed the conference.

Trainers who were not able to attend the conference or new trainers recruited when no conference is scheduled for several months should be given personal coaching by a member of the conference staff or another qualified trainer.

Give new trainers the opportunity to visit a training course before they assume their responsibilities on a training team, or before they are given responsibilities for their first session. This will allow them to see an experienced training team in action.

New trainers will also be helped if they go along on a personal coaching session conducted by an experienced trainer before trying to conduct a personal coaching session on their own.

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Contents
To be completed by each staff member immediately following the conference.

1. Did we meet the learning objectives of the conference?  
   Yes_______  No_______  
   If not why? ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

2. Did we start on time?  
   Yes_______  No_______  
   Did we stop on time?  
   Yes_______  No_______

3. Was the facility adequate?  
   Yes_______  No_______  
   If not why? ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   Recommended site that would be more suitable __________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

4. Was the schedule satisfactory?  
   Yes_______  No_______  
   Recommended changes ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

5. Was the course successfully promoted?  
   Yes_______  No_______  
   Ways we could improve promotion ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

6. Were the literature, materials and equipment adequate?  
   Yes_______  No_______  
   Suggested improvements ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
7. Were the room arrangements adequate?  
Yes________  No________
Recommended changes ________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

8. Were all staff members well prepared?  
Yes________  No________
What could be improved? __________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

9. Did the participants have opportunities to learn by doing?  
Yes________  No________
What could be improved? __________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

10. Did the training include fun and fellowship?  
Yes________  No________
Ideas for the next conference ________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

11. Was appropriate recognition given to participants?  
Yes________  No________
Ideas for the next conference ________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

12. What plans are being made to reach trainers who could not attend?  
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________