

Worksheet: Planning for Feedback**1. Identify the type of feedback you want.**

What aspects of the workshop do you want feedback on? For example, would you like feedback on participant satisfaction? Engagement? Achievement of learning outcomes? How about your presentation style? Workshop materials? New activities?

2. Determine when you want feedback.

Do you want to receive feedback before the workshop (practice run)? During the workshop? Immediately after? Shortly after (e.g., 2 weeks)? Or after a longer period of time (e.g., 6 months)?

3. Determine how to receive feedback.

What method will you use to collect feedback from participants for each type of feedback collected? For example, will you use polling? Feedback forms? Participants' verbal statements?

4. Determine how to apply the feedback.

What purpose will the feedback serve? For example, will you use it to prompt discussion with others, make changes, and/or inform the development of other workshops? Who will you share the feedback with? What format will you use? Will you use a summary report, or share raw data and/or personal reflections?