



National Food Service Management Institute

Meeting/Session Evaluation

Title of Meeting/Session _____ Financial Management Training _____

Date _____ Location _____ Key words financial management _____

Attendee status: District director Major city director Site-level manager State agency staff
 Educator Foodservice assistant Private consultant/trainer Other (Please list) _____

1. Meeting/session objectives were clearly presented by the trainer(s). Yes No
2. Meeting/session objectives were achieved. Yes No
3. This meeting/session was worth my time. Yes No
4. The meeting/session provided practical information that I will begin using: Immediately
 Within 1 month Within 6 mos Eventually Never

Please circle the rating using a scale of **beginner (1) to expert (5)** for the two questions below:

5. My level of knowledge/skill on financial mgt training before the meeting/session was 1 2 3 4 5
6. My level of knowledge/skill on financial mgt training after the meeting/session is 1 2 3 4 5

Please check one rating for each item. Scale = SA: strongly agree; A: agree; D: disagree; SD: strongly disagree

Reaction to this Meeting/Session	SA	A	D	SD
7. I was fully present and actively participated in this meeting/session	4	3	2	1
8. I am very satisfied with the outcome of this meeting/session.	4	3	2	1
9. My co-participants were actively involved and supported the learning process.	4	3	2	1
10. The order of content and activities made sense to me.	4	3	2	1
11. The trainer(s) knew the content well.	4	3	2	1
12. The trainer(s) were able to inform me and hold my interest.	4	3	2	1
13. The trainer(s) adequately handled questions.	4	3	2	1
14. Examples and illustrations helped me understand the content.	4	3	2	1
15. Activities and/or case studies showed me how to apply the content.	4	3	2	1
16. Visual aids were organized and useful.	4	3	2	1
17. Handouts were organized and useful.	4	3	2	1
18. The handouts and/or training manual will help in my work.	4	3	2	1
19. The meeting/session met my expectations.	4	3	2	1
20. If held again, I would recommend this meeting/session to others.	4	3	2	1

21. The overall rating I would give this meeting/session is: not useful useful very useful extremely useful

The information I found **most** useful was:

Please share any additional comments; continue on reverse side, if needed: