

DCE Workshop Self-Assessment Form

To be completed by the workshop leader and/or another DCE team member

Identify the following before the workshop begins

Title: _____
Presenter(s): _____
Who will attend: _____
How they were invited: _____
Date of workshop: _____ Other: _____

At the start/end of the workshop, record ...

Start Time _____ End Time _____ Total Time _____

Introduction

Was the title presented? No Yes (If "Yes," note how.)
 Overhead Flipchart Other: _____

Was a workshop overview presented? No Yes (If "Yes," note how.)
 Overhead Flipchart Verbally Other: _____

Introductory comments were: Read Not read None made

Timing: Just right Too long Too brief

Other: _____

Closure

Type of closure: Summary Inspirational Action Planning Other

Closing comments: Read Not read None made

Timing: Just right Too long Too brief

Comments: _____

Ministry Context

The ministry context was (check one and comment):

- Clear, well presented, and supported with Scripture.
- Presented, but not clearly and/or adequately supported with Scripture.
- Not included in this workshop.

Comments: _____

Conceptual Framework

The key concept was: _____

Concepts were (check one and comment):

- Well-defined and used effectively to help participants understand the content.
- Well-defined, but not used very effectively to aid understanding.
- Not well-defined. Could not even identify the key concept.

Comments: _____

Workshop Content

The information presented was (check one and comment):

- Excellent. All information was relevant, and the sequence was logical and effective.
- Good. Most information was relevant, and the sequence was logical.
- Fair. Some of the information was not needed, and/or the sequence was not logical.

Comments: _____

Interactive Learning

(Use scale of 4 = Excellent, 3 = Good, 2 = Adequate, and 1 = Poor or Not Used.)

- | | | | | |
|--|---|---|---|---|
| • Connecting — questions/exercises used to help participants connect past knowledge and experience to workshop content. | 4 | 3 | 2 | 1 |
| • Discovery — questions/exercises used to help participants interact with Cadet program materials, discover what it means for themselves, and then draw their own conclusions about how to use it. | 4 | 3 | 2 | 1 |
| • Application #1 — exercises used to help participants apply methods and skills to their own work with boys. | 4 | 3 | 2 | 1 |
| • Application #2 — exercises used to help participants create action plans to guide their efforts to apply what they have learned. | 4 | 3 | 2 | 1 |

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Interactive Learning (continued from previous page):

- Exercise Instructions — when exercises were introduced, the instructions given were clear and complete. 4 3 2 1
- Timing of Exercises — There was enough time allotted for giving clear instructions and effectively completing the exercise. 4 3 2 1

Comments relating to the above areas: _____

Improvement

Workshop Evaluation Forms:

- Were used
- Were not used

Based on my/our observation and any ideas gained from reviewing the *Workshop Evaluation Forms*, this workshop could be improved by:

Signed: _____ Date: _____