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## Workshop Evaluation Form

*Please use your experience in this training to answer the following questions. Your feedback is appreciated and will help us ensure that we continue to meet your training needs.*

Workshop: Optimizing Field Visits and Coaching – Part I

Date: \_\_\_\_\_ Instructor: \_\_\_\_\_

Questions	Agree					Disagree					
<p><b>Overall Rating</b></p> <ul style="list-style-type: none"> <li>The workshop was valuable in helping me understand the concepts and how to apply them in the field.</li> </ul>	5	4	3	2	1						
<p><b>Training Design</b></p> <ul style="list-style-type: none"> <li>The objectives were clearly communicated.</li> <li>The workshop met my expectations.</li> <li>The topics were well organized and easy to understand.</li> <li>The pace of the training was appropriate for the topics covered.</li> <li>The level of difficulty of the content was appropriate for me.</li> </ul>	5	4	3	2	1	5	4	3	2	1	
<p><b>Instruction</b></p> <p>The facilitator:</p> <ul style="list-style-type: none"> <li>Performed well overall.</li> <li>Appeared knowledgeable about the subject matter.</li> <li>Promoted discussion and involvement.</li> <li>Practiced effective time management.</li> <li>Effectively managed group dynamics.</li> <li>Answered my questions to my satisfaction.</li> </ul>	5	4	3	2	1	5	4	3	2	1	
<p><b>Training Exercises</b></p> <ul style="list-style-type: none"> <li>The <i>pre-field visit</i> exercise provided an effective opportunity to apply the concept of individualization.</li> <li>The <i>setting objectives</i> role play exercise lent a practical view to setting the stage for the day and clarifying expectations.</li> <li>The <i>sales call scenario</i> exercises gave me a good understanding of the positive and negative approaches a division manager can use while accompanying a representative on a sales call.</li> <li>The <i>end of day</i> role play exercise helped me apply the components which should be included in an individualized coaching plan.</li> <li>The <i>individualized coaching plan</i> exercise provided a tangible outline for maximizing my time in the field and for tailoring my coaching style to become more effective for each of my individual representatives.</li> </ul>	5	4	3	2	1	5	4	3	2	1	

*(Continued on back of page)*

<p><b>Training Impact</b></p> <ul style="list-style-type: none"> <li>• I anticipate applying what I learned in this workshop when I return to the field.</li> <li>• As a result of this workshop, I estimate my practices in the field will change.</li> <li>• Having completed this workshop, I feel more prepared in the areas of: <ul style="list-style-type: none"> <li>• Identifying the differences between effective and average coaches.</li> <li>• Utilizing practical tactics that enable effective coaching during field visits.</li> <li>• Using observation and communication skills to accurately analyze sales calls.</li> <li>• Delivering effective coaching messages based on sales call and representative observations.</li> <li>• Creating an action plan for use with representatives.</li> </ul> </li> </ul>	<p style="text-align: center;">5    4    3    2    1</p> <p style="text-align: center;">5    4    3    2    1</p> <p style="text-align: center;">5    4    3    2    1</p> <p style="text-align: center;">5    4    3    2    1</p> <p style="text-align: center;">5    4    3    2    1</p> <p style="text-align: center;">5    4    3    2    1</p>
<p><b>Comments</b></p> <ul style="list-style-type: none"> <li>• What topics would you have liked to have spent more or less time on?</li>   <li>• What did the instructor do that worked well?</li>   <li>• What might you suggest to improve the instructor's effectiveness?</li>   <li>• What was most useful about the exercises?</li>   <li>• What changes would you recommend?</li>   <li>• Indicate what you will do differently in the field as a result of this program.</li>   <li>• What factors may keep you from applying what you have learned in this program?</li>   <li>• What issues presented today, if any, remain unclear?</li> </ul>	