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

Training Impact					
• I anticipate division managers applying in the field what they learned in this workshop.	5	4	3	2	1
• As a result of this workshop, I estimate division managers practices in the field will change.	5	4	3	2	1
• Having completed this workshop, division managers will feel more prepared in the areas of:					
• Identifying the differences between effective and average coaches.	5	4	3	2	1
• Utilizing practical tactics that enable effective coaching during field visits.	5	4	3	2	1
• Using observation and communication skills to accurately analyze sales calls.	5	4	3	2	1
• Delivering effective coaching messages based on sales call and representative observations.	5	4	3	2	1
• Creating an action plan for use with representatives.	5	4	3	2	1
Comments					
• What topics would you have liked to have spent more or less time on?					
• What did the instructor do that worked well?					
• What might you suggest to improve the instructor's effectiveness?					
• What was most useful about the exercises?					
• What changes would you recommend?					
• Indicate what you will do differently in the field as a result of this program.					
• What factors may keep division managers from applying what you have learned in this program?					
• What issues presented today, if any, remain unclear?					