



giz



Evaluation Survey for Participants

Name of event

Date

Venue

Dear participant,

You have taken part in an ASEANSAL event. To help us enhancing the alignment of such workshops with your expectations and needs, we would ask you to provide us feed-back. Please let us know how you experienced this event and suggestions you might have for future events.

We want to highlight that the assessment of your satisfaction with the organization and the content of this event is conducted anonymously. Please share what you liked about the event, but also what you did not like. Your suggestions and criticism will help to improve the quality of the ASEANSAL events further - and to ensure that the ASEANSAL events can really make an impact on the conduct of state auditing in the region.

The questionnaire makes statements on the quality of the event, and you are requested to indicate your level of agreement with the respective statement by marking the appropriate box. You have six possible answers ranging from:

SA : strongly agree;

A : agree;

NAD : neither agree nor disagree;

D : disagree;

SD : strongly disagree

Moreover there are "open questions" on the aspects that are relevant for the evaluation. We would appreciate if you comment on your assessment, share your observations or make suggestions. It is especially your comments and recommendations that will support the organization of future events.

Thank you in advance for your contribution in helping us!

1. Preparation and Organization of the Event

	SA	A	NAD	D	SD
I felt well informed in the run-up to the event about the organization (travel arrangements, location, conference facilities etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I felt well informed in the run-up to the workshop about the objective, the agenda and the content of the event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The organization of the event and the support for the needs of participants during the event were excellent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The conference room and technical equipment were supporting a successful implementation of the event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I was satisfied with the accommodation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I was satisfied with the quality of the catering.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I enjoyed the social program organized by the hosts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall, the event was prepared and organized professionally.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What suggestions on the preparation and organization of future events do you want to share with the organizers?					

2. Content and Implementation of the Event

	SA	A	NAD	D	SD
The way the content was presented (quality and scope of inputs) was adequate to achieve the objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The provided reference materials and handouts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Helped to understand the presented content;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Provided useful additional information;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Were clear and well-organized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pace in which the workshop was conducted and the time allocated for the various topics was appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The activities (level of difficulty of the tasks, methods applied to work on the topics) stimulated my learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall, the quality of the content captured in the event and the provided materials met my expectations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Looking at the content, the duration of the event was ... just right ☐ too long ☐ too short ☐

What topics / questions were not addressed that would have been important?

What suggestions on the content and implementation for future events do you want to share with the organizers?

3. Design and Facilitation of the Event

	SA	A	NAD	D	SD
The structure of the event was adequate to achieve the objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The approach to facilitate the event (combination of presentation, exercises, group work, discussion etc.) was appropriate to achieve the objectives of the event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The atmosphere created by the facilitator and the attendees themselves was conducive to achieve the objectives of the event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The workshop facilitator was well prepared and knowledgeable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The workshop facilitator was responsive to questions and contributions from participants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The event provided participants enough opportunities to contribute their experiences in the discussions and benefit from this exchange of experiences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall, the design (structure of agenda, methods) and the way the event was facilitated met my expectations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What suggestions on the design and facilitation for future events do you want to share with the organizers?

4. Use of the Event's Results for ASEANSAI / in the Workplace

	SA	A	NAD	D	SD
The topics and content of the event are important for my work with ASEANSAI / in my SAI.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know already how I will be able to use the content that has been discussed in the event in future ASEANSAI activities / in my workplace in the SAI.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



I will continue independently after the event to deepen my understanding on the subject further.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I will stay in touch with some of the other attendees to exchange experiences on the subject of this event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I will be able to pass on what I learnt to my colleagues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall, the workshop has enabled me to use the new knowledge in my field of responsibility for ASEANSAI / in my workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

How will you use the new knowledge from this event? Please, describe the next steps you will take to implement your ideas.

What further support would you need to implement the next steps you described? (The forms of support are not limited to but could embrace Trainings, Knowledge Sharing Events, Internships or others – If the support can be granted has to be decided by ASEANSAI and the responsible Committee.)

5. Follow up

What is your **most important recommendation** to make the next ASEANSAI event even more successful?

What **follow up measures** do you recommend that ASEANSAI or your SAI should conduct to explore the subject of this event further or to apply it in ASEANSAI or in your SAI?

Thank you!