

Questionnaires

To fill in and print

Before, after, and the facilitator's own sheet



WHAT THIS IS FOR

The Toolkit describes evaluation tools, but in a form made for reading. These are the same tools as ready forms: print, hand out, collect. The scale is five-point, where 1 means „definitely not” and 5 „definitely yes”. The same scale in both measurements — otherwise they cannot be compared.

Before the workshop

Hand out before you start, not after the introduction. Ask people not to write their names.

QUESTION	1 = DEFINITELY NOT, 5 = DEFINITELY YES
I understand what we are going to do today.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
I feel comfortable taking part in a session on this subject.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
I can recognise early signs of difficulty in someone else.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
I know what to say when someone close to me is having a hard time.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
I know where to look for professional help.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
I can talk openly about emotions and how I feel.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
I think mental health can be discussed without fear of being judged.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

ON HOW THE CRITICAL QUESTION IS WORDED

The open questions deliberately do not ask „what was wrong” or „what errors do you see”. In practice such a question collects the answer „nothing”. Asking for one thing to change collects something concrete, because it does not require anyone to criticise the person who has just given them their time. If you adapt these forms, it is worth keeping that wording.

After the workshop

The same questions in the same wording — that is what makes them comparable — plus three about the session itself.

QUESTION	1 = DEFINITELY NOT, 5 = DEFINITELY YES
I understand what we did today.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
I felt comfortable taking part in the session.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
I can recognise early signs of difficulty in someone else.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
I know what to say when someone close to me is having a hard time.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
I know where to look for professional help.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
I can talk openly about emotions and how I feel.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
I think mental health can be discussed without fear of being judged.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
The session was valuable to me.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
I would recommend it to a friend.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
I want to keep developing in this area.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Open questions

What did you enjoy most?

One thing you would change in a future edition:

What are you taking away from this session?

Facilitator's sheet

To be filled in after the session, for yourself and for the next edition. It is not collected from participants.

QUESTION	1 = DEFINITELY NOT, 5 = DEFINITELY YES
The aims of the session were achieved.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
The time was well distributed.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
The group engaged with the activities.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
The room supported the work.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
The materials proved sufficient.	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

What worked better than I expected:

.....

What I would shorten or drop:

.....

Does anyone need my attention after this session:

.....

One thing to change before next time:

.....

LICENCE

A companion material to the RECOVER Youth Workers Capacitation Toolkit, available free of charge under CC BY-NC-SA 4.0.