

TRAINING GUIDE FOR HIV PREVENTION OUTREACH TO INJECTING DRUG USERS

PROGRAMME MANAGEMENT WORKSHOP

EVALUATION FORMS

If you are certain of the sessions you will utilize in each workshop, you can fill in the name of each session next to numbers 1–5 (or more) on the form. If you have any doubts about the exact sequence or contents of the sessions, you can leave the spaces blank and simply tell participants to which sessions the numbers refer.

For the *Orientation workshop* and *Programme development workshop*, a single two-page workshop evaluation form is used.

For the *Programme management workshop* and *Field worker training*, there are daily evaluation forms for all except the last day, on which there is a course evaluation form.



COURSE EVALUATION FORM PROGRAMME MANAGEMENT WORKSHOP

(DATE - TIME - VENUE - PLACE)

Please rate on a scale of 1–4 how useful the following sessions were:

	1 = Not useful	2 = Not very useful	3 = Useful	4 = Very useful
1.	1	2	3	4
2.	1	2	3	4
3.	1	2	3	4
4.	1	2	3	4
5.	1	2	3	4
6.	1	2	3	4
7.	1	2	3	4
8.	1	2	3	4
9.	1	2	3	4
10.	1	2	3	4
11.	1	2	3	4

12. What was one piece of knowledge, a skill or an experience that you will take away from today and use in your work?

13. What is one thing you would change about today's training sessions?

14. Do you have any other comments?

(DATE - TIME - VENUE - PLACE)

Please rate on a scale of 1–4 how much you agree with the following statements:

1 = Disagree strongly 2 = Disagree 3 = Agree 4 = Agree strongly

1. I have learned new information about outreach for HIV prevention among IDUs.

2. I have learned new skills in terms of outreach for HIV prevention among IDUs.

3. This workshop was boring.

4. I feel capable of managing an outreach programme.

5. I feel capable of recruiting and managing outreach workers.

6. I feel capable of discussing the outreach programme with other important organizations and people.

Please circle one

7. Did the workshop contain: **too much**
the right amount of theory
too little
8. Did the workshop contain: **too many**
the right amount of exercises
too few
9. Did the workshop contain: **too much**
the right amount of discussion
too little
10. Which part(s) of the workshop did you like best? Why?

11. Which part(s) of the workshop did you like least? Why?

12. Do you have any comments on:

Trainers? _____

Training methods? _____

Venue, accommodation, food? _____

Other logistics? _____

13. What information was missing from this training course that you think is very important?

14. Do you have any other suggestions or remarks?

