



AVP End of Workshop Feedback

End of workshop feedback is important as it provides AVP with information about what participations learnt, some vital information required by potential funders and feedback to AVP facilitators which enables improvement to our practice.

We would like to suggest that feedback is integrated into the workshop programme and is given sufficient time.

New. In order for this feedback form to work we suggest that participants are given a sheet of paper before the workshop starts/ while they are waiting for the workshop to start with the following questions;

1. What do you hope to get from participating in this workshop?
2. When you get angry how do you handle it?

Participants are asked to write their initials on the sheet, these sheets will be returned to them before completing their end of workshop evaluation.

The following suggestions may be helpful:

Make it clear from the start that we will be asking them to tell us what they thought of the workshop.

Allow plenty time for filling in the form

List all the skills covered in the workshop on a flipchart, this will remind participants of what was covered in the workshop

Facilitators sit with the individuals who need help, for example, people for whom English is not their first language, people who lack of confidence about writing, people with disabilities. Offer to scribe for them if that seems relevant.

Most participants will have access to email and texting. We could give them the address of the regional office and encourage them to write their views after the workshop.

Completed forms are collated in the Manchester office. Regional Coordinators are responsible for sending them to francesm@avpbritain.org.uk

or by post to

AVP Manchester AVP Northwest, 6 Mount Street, Manchester, M2 5NS