**Evaluation Form for teaching and presentations**

**Guidance Notes**

This form can be used by anyone who is delivering a teaching event or presentation. Please note this form is for use by the audience. There is a separate Teaching Observation assessment for direct observation and formative feedback of a teaching event. For those completing the form, please take the time to provide constructive feedback. This will help the presenter/ teacher as well as the teaching organisation in the delivery of future events.

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**Detail of event** (organiser to pre-fill this section for convenience):

|  |  |
| --- | --- |
| Name of presenter/teacher: |  |
| Session topic or title: |  |  |
| Date: |  |  |

# EVALUATION – please comment below

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| --- |
| **Session setting, facilities etc** |
| **Were the objectives of the session identified and were these met?** |
| **Was the delivery effective and clear? If handouts were used, were these useful?** |
| **What aspects of the session were useful i.e. were there learning and change of practice points?** |
| **Any other comments?** |

Thank you for your feedback. Please hand this form in before leaving the session. Alternatively post to the postgraduate department/event organiser.

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