[Insert organisation name/logo]

# [INSERT PROGRAm name] evaluation

# FEEDBACK REPORT TEMPLATES

***🖌Note\****

*This template is a guide only, please adapt as necessary when developing a summary report on your evaluation activity.*

*Please note that this summary template provides a combination of items from different evaluation forms templates which means that not all fields will be necessary or you may need to add others – look out for notes to identify where the summary items have been based on.*

*\*Please delete note before finalising this document.*

## Program overview

**[Insert program/activity overview including aims and objectives, length, dates of evaluation period, any specific funding agreement or program area the activity relates to]**

**Number of program/activity participants:** **[insert number]**

**Number of evaluations received:** **[insert number]** **[insert % of number of participants]**

## Participant overview

### Participant demographics

**🖌Note\***

The below demographics are based on questions included on the Program Evaluation – Participant/Client Feedback Form and should be deleted when reporting on other evaluation surveys. The below can be edited/deleted/added to as necessary dependent on questions asked in the evaluation form.

\*Please delete note before finalising this form.

1. Participants identified as **[insert male/female trends and other relevant responses].**

|  |  |
| --- | --- |
| Male | **[insert percentage %]** |
| Female | **[insert percentage %]** |
| Other | **[insert percentage %]** |

1. Participants were from a wide range of age groups between **[insert prevalent age range]**

|  |  |
| --- | --- |
| 18- 25 | **[insert percentage %]** |
| 26-35 | **[insert percentage %]** |
| 36-45 | **[insert percentage %]** |
| 46-55 | **[insert percentage %]** |
| 56+ | **[insert percentage %]** |

1. Participants indicated they had participated in a range of programs through **[insert organisation name]** and a **[insert majority/minority]** indicated they had participated in other drug and alcohol programs.

|  |  |
| --- | --- |
| **[insert organisation name]** residential program | **[insert percentage %]** |
| **[insert organisation name]** day program | **[insert percentage %]** |
| **[insert organisation name]** family program | **[insert percentage %]** |
| **[insert organisation name]** aftercare program | **[insert percentage %]** |
| Other drug and alcohol programs | **[insert percentage %]** |

1. **[Insert percentage % number]** % survey participants indicated they completed the **[insert program/activity name]**. Of those who indicated they did not complete the program they stated the reasons as:

* [**Insert reasons why the program was not completed]**
* **[Insert other reason]**
* **[Insert other reason]**
* **[Insert other reason]**

**🖌Note\***

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1. The primary work role of participants was in **[insert prevalent role for example management direct client services]**.

|  |  |
| --- | --- |
| Management | **[insert percentage %]** |
| Administration | **[insert percentage %]** |
| Direct client services / client support | **[insert percentage %]** |
| Student | **[insert percentage %]** |
| Volunteer | **[insert percentage %]** |
| Other | **[insert percentage %]** |

1. Feedback was provided by staff that had **[insert direct involvement in the program/had no direct involvement in the program]**

|  |  |
| --- | --- |
| Direct involvement in planning | **[insert percentage %]** |
| Direct involvement in implementation | **[insert percentage %]** |
| Direct involvement in monitoring | **[insert percentage %]** |
| No direct involvement but aware of the program | **[insert percentage %]** |

## Participant evaluation

**🖌Note\***

The below summary points are items that can be collated from different evaluation forms templates and can be edited/deleted/added to as necessary dependent on questions asked in the evaluation form.

\*Please delete note before finalising this form.

1. Before the program/training activity, **[insert percentage % number]** % of participants rated their knowledge of **[insert topic]** as very good or good, whilst after the program/activity, **[insert percentage % number]** % of participants rated their knowledge of **[insert topic]** as very good or good.

|  |  |  |  |
| --- | --- | --- | --- |
| **Rating *before* the program** | | **Rating *after* the program** | |
| Very good | **[insert percentage %]** | Very good | **[insert percentage %]** |
| Good | **[insert percentage %]** | Good | **[insert percentage %]** |
| Neither poor nor good | **[insert percentage %]** | Neither poor nor good | **[insert percentage %]** |
| Poor | **[insert percentage %]** | Poor | **[insert percentage %]** |
| Very poor | **[insert percentage %]** | Very poor | **[insert percentage %]** |

1. **[Insert percentage % number]** % of participants indicated they would definitely use the information and resources **[provided/sourced/developed]** in the **[insert program/training activity]**, whilst **[insert percentage % number]** % of participants thought they would possibly use the information and resources.
2. **[Insert a summary of program specific questions]**

### Capacity development

1. When asked if the **[insert program/training activity]** improved their awareness and knowledge/understanding of **[insert topic], [insert percentage % number]** % of participants indicated that it has very or somewhat done so.
2. When asked if the **[insert program/training activity]** improved their capacity/ability to **[insert topic]**, **[insert percentage % number]** % of participants indicated that it has very or somewhat done so.
3. **[Insert percentage % number]** % of participants indicated that the **[insert program/training activity]** very or somewhat improved their confidence in **[insert topic]**.
4. **[Insert percentage % number]** % of participants indicated that it is very or somewhat likely that the **[insert program/training activity]** will lead to improvement in their **[insert topic].**

### [Insert program/training activity] improvement and follow-up

1. Suggestions as to how the **[insert program/training activity]** could be improved included:

* **[Insert responses/look for key themes in the responses provided]**
* **[Insert other response]**
* **[Insert other response]**
* **[Insert other response]**

1. Suggestions for additional resources, information or activities as a follow-up to this **[insert program/training activity]** included:

* **[Insert responses/look for key themes in the responses provided]**
* **[Insert other response]**
* **[Insert other response]**
* **[Insert other response]**

### Summary

1. **[Insert percentage % number]** % of participants indicated that the **[insert program/training activity]** was very or somewhat worthwhile overall.
2. Participants indicated that the two most useful things they got from the program/training activity was:

* **[Insert responses/look for key themes in the responses provided]**
* **[Insert other response]**
* **[Insert other response]**
* **[Insert other response]**

1. Additional comments provided as part of the evaluation included:

* **[Insert responses/look for key themes in the responses provided]**
* **[Insert other response]**
* **[Insert other response]**
* **[Insert other response]**

**🖌Note\***

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### [Insert presenter / facilitator / trainer]

1. **[Insert percentage % number]** % of participants indicated that **[insert presenter / facilitator / trainer]** was very or somewhat informative.
2. **[Insert percentage % number]** % of participants indicated that **[insert presenter / facilitator / trainer]** was very or somewhat engaging.

**🖌Note\***

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### Capacity development

1. **[Insert percentage % number]** % of participants indicated that it is very or somewhat likely that the program/training activity will lead to improvement in their own work practice, and **[Insert percentage % number]** % indicated that it is very or somewhat likely improvement in the work practice of **[insert organisation name].**

### Program impacts

1. When asked if they thought the program had positive impacts on the **[insert organisation name]** and/or clients staff responded:

* **[Insert responses/look for key themes in the responses provided]**
* **[Insert other response]**
* **[Insert other response]**
* **[Insert other response]**

1. When asked if they thought the program had any negative impacts on **[insert organisation name]** and/or clients, staff responded:

* **[Insert responses/look for key themes in the responses provided]**
* **[Insert other response]**
* **[Insert other response]**
* **[Insert other response]**