

Planning and Evaluation of Educational Events

Educational event planning

Name of the event:

Objective(s) of the event:

Agreed target indicator(s) (success criterion/criteria) of the event:

Name and signature of the employee:

Name and signature of the immediate superior:

Evaluation of the event immediately after participation

Content		Lecturer	
Excellent	<input type="checkbox"/>	Excellent	<input type="checkbox"/>
Good	<input type="checkbox"/>	Good	<input type="checkbox"/>
Satisfactory	<input type="checkbox"/>	Satisfactory	<input type="checkbox"/>
Unsatisfactory	<input type="checkbox"/>	Unsatisfactory	<input type="checkbox"/>

Which pieces of knowledge from the event can you use in your job?

Date:

Evaluation of the event after 1 month

The target indicator(s) was (were) achieved

The target indicator(s) was (were) not achieved due to

- the event's inappropriate (non-corresponding) focus

Please explain:

- a failure to apply new pieces of knowledge in practice



Please explain:

- an impossibility of applying new pieces of knowledge in practice



Please explain:

Where can you see the event's main benefit(s) for your job?

How (In what areas of his/her job) has the employee improved? (as described by the employee's immediate superior):

Date: