

## **Annex 12: 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**

<b>Content</b>		<b>Lecturer</b>	
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?

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

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Date: