

## 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?

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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: