Instructor session evaluation form

*The form should be completed by instructors for each session following completion of the session. A session is defined as a scheduled block of didactic time within the programme duration designed to deliver one or more modules (e.g., one week to deliver 4 modules at once is one session; in one month from then another 3 days at once would be another session, etc.)*

*Estimated time for survey completion: up to 8 minutes*

|  |
| --- |
| Date: |
| Session number: |
| Instructor’s sector:    o Human health    o Animal health   o Environmental health    o Other |
| Modality: o In-person o Online, instructor-led o Online, self-learning o Hybrid (online and in-person components) |

**Please indicate how much you agree/disagree with each of the session-related statements listed below where 1 is Strongly disagree and 5 is Strongly agree.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A. Organization, infrastructure and logistics** | | | | | | | | | | | | | |
| ***Statement*** | | | | ***Score***  1: Strongly disagree -->  Stronglyagree: 5 | | | | | | | | | |
| A1. | The session was well-organized and ran smoothly | | | 1 | | 2 | | 3 | | 4 | | 5 | |
| A2. | The administrative support was helpful and sufficient | | | 1 | | 2 | | 3 | | 4 | | 5 | |
| A3. | The teaching environment (e.g., venue, distance-learning platform) was appropriate and facilitated the teaching process | | | 1 | | 2 | | 3 | | 4 | | 5 | |
| A4. | The logistical arrangements (e.g., scheduling, location/link, materials) were adequate | | | 1 | | 2 | | 3 | | 4 | | 5 | |
| A5. | The materials and resources needed for the program delivery were readily available or access to those was provided in a timely manner | | | 1 | | 2 | | 3 | | 4 | | 5 | |
| A6. | Enough time was provided to prepare for the session | | | 1 | | 2 | | 3 | | 4 | | 5 | |
| A7. | *Other remarks related to the organization, infrastructure and logistics of the session* | | | | | | | | | | | | |
| **B. Communication from the implementer** | | | | | | | | | | | | |
| ***Statement*** | | ***Score***  1: Strongly disagree -->  Stronglyagree: 5 | | | | | | | | | | |
| B1. | Communication from organizers was clear and timely | 1 | 2 | | 3 | | 4 | | 5 | |  | |
| B2. | All necessary information, updates and changes to the session were communicated effectively | 1 | 2 | | 3 | | 4 | | 5 | |  | |
| B3. | The organizers were responsive to my inquiries and concerns | 1 | 2 | | 3 | | 4 | | 5 | | N/A[[1]](#footnote-2) | |
| B4. | My role and responsibilities as an instructor were clearly communicated to me | 1 | 2 | | 3 | | 4 | | 5 | |  | |
| B5. | *Other remarks related to the communication from the implementer* | | | | | | | | | | | |
| **C. Length/format** | | | | | | | | | | | | | |
| ***Statement*** | | | | ***Score***  1: Strongly disagree -->  Stronglyagree: 5 | | | | | | | | | |
| C1. | The length of the session was appropriate for the content covered | | | 1 | | 2 | | 3 | | 4 | | 5 | |
| C2. | The modality of the session (in person, online) was appropriate | | | 1 | | 2 | | 3 | | 4 | | 5 | |
| C3. | *Other remarks related to the length and format of the session* | | | | | | | | | | | | |
| **D. Participants** | | | | | | | | | | | | | |
| ***Statement*** | | | | ***Score***  1: Strongly disagree -->  Stronglyagree: 5 | | | | | | | | | |
| D1. | The interactions within the participants’ group contributed to the learning process | | | 1 | | 2 | | 3 | | 4 | | 5 | |
| D2. | There was good collaboration in the group | | | 1 | | 2 | | 3 | | 4 | | 5 | |
| D3. | Most of the participants were open to new ideas | | | 1 | | 2 | | 3 | | 4 | | 5 | |
| D4. | The mix of participants (from different backgrounds, sectors, affiliations) encouraged valuable cross-sectoral discussions | | | 1 | | 2 | | 3 | | 4 | | 5 | |
| D5. | *Other remarks related to the participants’ group* | | | | | | | | | | | | |

***Thank you for taking the time to complete this questionnaire! Your feedback helps us improve the programme.***

1. Not applicable [↑](#footnote-ref-2)