



Writing for Results Inc.
THE ART AND SCIENCE OF SUCCESSFUL BRIEFING NOTES
Workshop Evaluations

Summary of Responses

We have delivered this workshop to several hundred Government of Canada public servants. Each participant was asked to circle a number between 1 and 10 to indicate the extent to which he or she agreed or disagreed with the statements below. A “1” meant that he or she disagreed strongly. A “10” meant that he or she agreed strongly.

The cumulative average of all responses to date is 9.0 out of 10.

The following are the averages for the specific factors rated:

Objectives

The workshop’s objectives were clear to me.	9.1
The workshop achieved its objectives.	8.9
I can use what I learned on the job.	9.1
My briefing notes will now be better than they were before.	8.8
I would recommend this workshop to a friend.	8.9

Instructor

The instructor was knowledgeable.	9.4
The instructor explained things well.	9.3
The instructor was responsive to questions and comments.	9.5
The instructor kept my energy level high.	8.6

Discussions and Exercises

The group discussions were useful.	9.0
The exercises were useful.	9.1

Style

The training on style was useful.	8.8
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The Step-by-Step Model

I understand the step-by-step model.	9.0
The step-by-step model will help me to write briefing notes more efficiently and effectively.	8.8

The Case Study

The case study was a valuable learning experience.	9.0
The research paper was helpful for the case study.	8.8

The research paper had the right amount of detail.	8.3
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Manual

The workshop manual is useful.	9.2
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Meeting Room Arrangements

The meeting room was conducive to learning.	9.1
I was able to read the slides on the screen easily.	9.6

The meals and refreshments met my expectations	9.5
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