



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

Summary of Responses  
(Cumulative, From December 2009 to January 2012)

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

Objectives	Disagree	Agree
1. The workshop’s objectives were clear to me.	Average Response:	9.1
2. The workshop achieved its objectives.	Average Response:	8.9
3. I can use what I learned on the job.	Average Response:	9.1
4. My briefing notes will now be better than they were before.	Average Response:	8.8
5. I would recommend this workshop to a friend.	Average Response:	8.9
Instructor		
6. The instructor was knowledgeable.	Average Response:	9.4
7. The instructor explained things well.	Average Response:	9.3
8. The instructor was responsive to questions and comments.	Average Response:	9.5
9. The instructor kept my energy level high.	Average Response:	8.6
Discussions and Exercises		
10. The group discussions were useful.	Average Response:	9.0
11. The exercises were useful.	Average Response:	9.1
Style		
12. The training on style was useful.	Average Response:	8.8

### The Step-by-Step Model

**Disagree**

**Agree**

13. I understand the step-by-step model.

Average Response: 9.0

14. The step-by-step model will help me to write briefing notes more efficiently and effectively.

Average Response: 8.8

### The Case Study

15. The case study was a valuable learning experience.

Average Response: 9.0

16. The research paper was helpful for the case study.

Average Response: 8.8

17. The research paper had the right amount of detail.

Average Response: 8.3

### Manual

18. The workshop manual is useful.

Average Response: 9.2

### Meeting Room

19. The meeting room was conducive to learning.

Average Response: 9.1

20. I was able to read the slides on the screen easily.

Average Response: 9.6

### Food

21. The food and refreshments met my expectations.

Average Response: 9.5

Thank you for your feedback. We value it highly!