



## Guide: Evaluation After A Workshop

Celebrate your successes and improve your workshops further

14 main questions to consider after your workshop...

1. Do you think the workshop was valuable/useful for the participants?
2. What worked well during your workshop?  
*For example, was the atmosphere of the workshop positive?*
3. Were the resources from the Digital Travellers Library of Resources helpful?  
*If not, why not? For example, was the format or language of the resource a problem?*
4. Was the level of the activities appropriate for the learners?  
*Were all participants able to participate in the workshop?*
5. Was the choice of activities relevant for the learners?  
*Were participants able to see the relevance of their learning for their daily lives? If not, how could you ensure that learners understand this during your future workshops?*
6. How did you find the workshop's format - either online, hybrid or in person?  
*Why do you think that was the case?*
7. How did you find managing the timing during your workshop?  
*Were the stages too short or long? Did participants remain concentrated throughout?*
8. Did you observe any specific needs of the participants?  
*How could you take these into account and respond to them in the future?*
9. Do you think that the workshop was a positive learning environment?  
*If not, why not? How could you ensure your next workshop is a positive learning environment? For example, by reducing the number of participants in one workshop.*
10. How did you find trying to balance all aspects of the educational triangle?  
*Find out more about the educational triangle in the module My Role as a Facilitator.*
11. Did you face any challenges during the workshop?  
*How did you respond to these? Can you think of any alternative responses?*
12. What could have worked better during the workshop?  
*What could you change in future workshops in response?*
13. What can you learn from the feedback from participants?  
*Ask participants for feedback.*
14. Do you have any further reflections about your workshop?

**Congratulations on delivering a workshop!**

You are closing the digital divide

