

Quick Tips

Think about These Questions before You Create a Basic End-of-Session Evaluation

A brief end-of-session evaluation can help you gather useful information about improving your educational program, if you put enough thought into the questions you ask and how to use the information once you get it.

Before you decide what questions to ask your participants, ask yourself these questions – and come up with answers to them:

- Why are you doing this end-of-session evaluation? What do you hope to achieve?
- Who are your main audience members or stakeholders for the summary of the information you intend to collect? What kind of information, if any, do you need to collect for decision-makers or others who fund your program?
- Do you have formal hypotheses for how different participants will answer?
- Do you have human subjects approval from your institution? Have you or will you secure informed consent from your potential participants?
- Is the end-of-session evaluation where you need to focus most? Would formative, implementation, or process evaluation be more helpful?
- Would another approach (an end-of-session questionnaire, personal interviews, direct observation or another method) help you collect better information?

Consider including the following types of questions in your end-of-session evaluation, regardless of the evaluation method you choose:

- Questions tied to your learning objectives for the program
- Questions about change in knowledge, attitudes or behavior relative to your intended outcomes
- Questions about ways to make improvements to the program
- Questions about the individual person's background and experience in this subject area
- Questions about how you can contact individuals if they are willing to participate in a follow-up evaluation

Remember that it is not practical to ask everything that you want to know in a typical end-of-session format, so focus on the most important questions that are tied to the goals of your educational programming.

