



E V A L U A T I O N

## FEEDBACK AND EVALUATION



**KIDCARE**  
**CANADA**  
nurturing the best possible start

## Reasons for evaluation

Evaluation has many benefits:

- It lets the facilitator know what has worked well and what needs to be changed next time.
- It encourages participants to be active learners as they need to reflect on what was discussed. The act of reflecting and sharing feedback improves the chances for learners to retain key messages.

When we have a plan for evaluating a session, we are more likely to do it. There are many ways to proceed. It can be oral and/or written.

## Tips for written evaluation tools:

- Compose the questions in a way that allows respectful positive OR negative feedback.
- Evaluation tools should be as short as possible while still long enough to gather the information required.
- Include a variety of methods – yes/no, numeric ratings, short answers, etc. and an option for open-ended comments so that participants have a way to express their feelings.

Remember to include the date. You'll be glad later!

## Anonymous or signed?

There are valid arguments for and against anonymous feedback. If you feel that you need to know more about the reasons behind the comments, you may need contact information. Some participants may not respond honestly (or at all) if they have to give their name.

Recommendation: make it optional for participants to provide their contact information.



