Mid-Process Evaluation

Suggested Use: Ask these questions whenever you need to check in with a group you are leading, whether it's team project or management meetings, trainings, workshops, seminars, classes, or other group sessions. You'll see a short and sweet mix of positive and critical questions, designed to be concrete and constructive (vs. nebulous ratings). Feel free to modify the questions to fit your needs. If it's a small group you could print these out, collect and tally them manually. If it's a large group, you might use online tools like Google Forms (free), SurveyMonkey (both have free and paid plans, offers educational and team pricing, as well as HIPAA compliant options and more) or Qualtrics for institutional applications. I like to summarize and report out the findings and discuss with the group, in order to ask probing questions about their answers and to talk about what is possible to change and what may not be (given your timeline), and what are the group's priorities when suggestions conflict, etc. A creative display option is to use a word cloud builder (see WordClouds.com). It's really eye-opening for participants to see what each other has to say, and there is often an appreciation for the challenge facing the group leader to accommodate everyone's needs, learning styles and preferences, which can get people more on your side!

Question 1: What have you learned (or accomplished) so far?

Question 2: What are you struggling with?

Question 3: What do you like the most about this experience (or process, training, etc.)?

Question 4: What do you like the least about this experience (or process, training, etc.)?

Question 5: What could be improved?