

## Simple Parliamentary Procedure: Guidelines for Better Business Meetings (IP-15)

### Evaluation Form

Your help is needed in providing vital feedback on the program you have just completed. Please take a moment to fill out this survey.

#### Level of Understanding

For each of the topics listed below, in the LEFT column, circle the ONE number that best reflects your Level of Understanding before the program. Then, in the RIGHT column, circle the ONE number that best reflects your Level of Understanding after the program.

Poor=1, Average =2, Good=3, Excellent=4

Level of Understanding	<u>BEFORE</u> the Program	<u>AFTER</u> the Program
Basic principles of parliamentary procedure	1 2 3 4	1 2 3 4
Importance of a quorum	1 2 3 4	1 2 3 4
Steps to make and consider a motion	1 2 3 4	1 2 3 4
Five types of motions	1 2 3 4	1 2 3 4
Ten parliamentary courtesies expected of all	1 2 3 4	1 2 3 4

**Intentions.** For the following behaviors, check the box that describes what you plan to do as a result of the *program*.

Behavior Change	Yes	No
I plan to share the information from today's session with additional Extension leaders and/or organizations outside Extension.	<input type="checkbox"/>	<input type="checkbox"/>
I learned at least one new thing that I will use in our next business meeting.	<input type="checkbox"/>	<input type="checkbox"/>

**Satisfaction.** Check the box for the statement that best describes your thoughts concerning the program.

Satisfaction	Strongly Disagree	Disagree	Agree	Strongly Agree
The speaker(s) were effective.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The information was applicable to me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall, this was a very educational program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Please list additional comments below or on the back side of this page. Thank you for your time.*

