

Virtual First: Communication Kit

Workshop effectiveness scorecard

Fill out the scorecard after your workshop. How'd you do?

? Question	
In the workshop	Yes, totally = 2
	Kind of = 1
	Not so much = 0
The right people were invited.	
The fight people were invited.	
Everyone understood the workshop's goals and activities.	
Everyone participated actively.	
Everyone was familiar with the tools we used.	
We didn't hit any tech snags.	
We used the Parking Lot when things went	
off topic.	
We kept pretty close to the allotted time for each activity.	
We answered the questions outlined	
during prep.	