Virtual First: Communication Kit

Workshop effectiveness scorecard

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

Question

In the workshop...

Score it

Yes, totally = 2
Kind of = 1
Not so much = 0

The right 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.