

# Post Program Survey Questions Template

## Introduction:

This section welcomes participants back and emphasizes the importance of their feedback. It sets the tone for the survey and encourages participants to share their honest thoughts about their experiences in the program.

*Welcome back! We hope you enjoyed participating in our [Program Name] program. Your feedback is invaluable in helping us continuously improve. Please take a few minutes to share your thoughts with us."*

## Instructions:

Here, participants are reminded that their responses will remain confidential and used solely to improve future programs. They're encouraged to provide honest feedback using various question formats.

*"Thank you for taking the time to complete this post-program survey. Your responses will remain confidential and will be used solely to enhance future programs. We value your honest feedback, so please feel free to express your thoughts openly."*

## Overall Program Experience:

These questions gauge participants' overall satisfaction with the program, including what they found valuable, areas for improvement, and whether they would recommend the program to others.

### Examples:

- "On a scale of 1 to 10, how satisfied were you with the overall [Program Name] program?"
- "What aspect of the program did you find most valuable, and why?"
- "Is there anything specific that you believe could be improved to enhance the overall program experience?"
- "Would you recommend this program to a friend or colleague? Please share your reasons."

## Program Content:

This section focuses on the relevance and helpfulness of the program content. Participants are asked to rate the program materials and suggest additional topics for future programs.

**Examples:**

- "How relevant was the content covered in the program to your professional development goals?"
- "Were the program materials (e.g., handouts, presentations) helpful in enhancing your understanding of the content? Please elaborate."
- "Are there any additional topics or areas you would have liked to see covered in the program?"
- "Did the program meet your expectations in terms of the depth and breadth of the content covered?"

**Facilitator/Instructor:**

Here, participants provide feedback on the facilitator or instructor, assessing their effectiveness in delivering content, encouraging participation, and addressing questions and concerns.

**Examples:**

- "How would you rate the effectiveness of the facilitator/instructor in delivering the program content? Please explain your rating."
- "Did the facilitator/instructor encourage active participation and engagement during the program sessions?"
- "Were your questions and concerns addressed satisfactorily by the facilitator/instructor? If not, please provide details."
- "Do you have any suggestions for how the facilitator/instructor could improve their delivery style or approach in future programs?"

**Learning Outcomes:**

These questions assess the program's impact on participants' learning goals and objectives. Participants are asked if they acquired new knowledge or skills and how they plan to apply what they learned.

**Examples:**

- "To what extent did the program help you achieve your learning objectives or goals?"
- "Can you provide examples of new knowledge or skills you acquired as a result of participating in the program?"
- "How do you plan to apply what you learned in the program to your work or personal life?"
- "Are there any areas where you feel you need further support or follow-up to fully apply what you've learned?"

**Logistics and Organization:**

This section evaluates the logistics and organization of the program, including scheduling, venue, equipment, and any challenges encountered during the program.

**Examples:**

- "How would you rate the scheduling and organization of the program sessions?"
- "Were the program logistics (e.g., venue, technology) conducive to your learning experience? Please share any challenges you encountered."
- "Did you experience any difficulties or issues during the program that impacted your overall experience? If so, please describe."
- "What suggestions do you have for improving the logistics and organization of future programs?"

**Conclusion:**

The survey concludes with a thank you message and an invitation for participants to share any additional comments or suggestions. It expresses appreciation for their participation and reinforces the importance of their feedback.

*"Thank you for sharing your feedback with us. Your input is invaluable in helping us improve our programs. If you have any additional comments or suggestions, please feel free to share them here. We appreciate your participation and look forward to welcoming you to future programs!"*