

Time Management and Organizational Skills (1 Session)

	<i>Excellent</i>	<i>Very Good</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>	<i>Total</i>
<i>Topic met your expectations</i>	15	13	3	1		32
<i>Speaker's/Panel's knowledge of topic</i>	20	10	2			32
<i>Organization of materials</i>	14	11	5	3	1	34
<i>Speaking style</i>	18	13	3			34
<i>Materials-Audio/Visuals</i>	15	9	7	2		33

What did you particularly like about the workshop?

1. The handouts were informative to take back to the office and share.
2. All the other participants advice and what they are doing to make things happen.
3. Picked up a few ideas.
4. Suggestions.
5. Interaction of everyone.
6. Learning new time management tactics.
7. Participation of her participants opens for discussion.
8. How to properly manage time and how to deal with a big project.
9. The speaker was enthusiastic! Used great examples! Interactive workshop!
10. Very informative.
11. Good practical ideas.
12. If you do not want to file it...recycle it!
13. The personality of the presenter is enthusiastic to respond when anyone gives an idea.
14. Getting ideas about time management.
15. Her ability to cut people off when speakers rumble on and on.
16. Very informative.
17. Presenter and information given of real outcomes vs. unrealistic goals.
18. There were a lot of different situations brought up.
19. Trainer's presentation.
20. Relevance.
21. Humor. Good information.

Comments:

1. A great job the presenter did was awesome. Materials were good.
2. Give the presenter more time in between workshops to set-up!
3. **Very good.**
4. Need more time for this presentation.

5. Took a long time having to listen to everyone in room introduce themselves talk about their issues. Would prefer to learn best practices.
6. I am already an organized person so I loved hearing the new tactics about ways to be more organized.
7. She helps everyone in the workshop by using input of others and uses the good points.
8. Good.
9. Limit introductions, especially when dealing with “talkers,” but in a room of more than 15 attendees leave introductions for the end and what they learned.
10. Awesome!
11. Great presentation!
12. Good workshop.
13. No handouts.