

Participant Evaluation Summary (Kirkpatrick Level 1)

This document summarizes participant feedback gathered at the conclusion of the course. The evaluation assesses learner satisfaction, perceived relevance, and delivery quality.

Course Information

Course Title	<i>Insert here</i>
Date(s) Delivered	<i>Insert here</i>
Number of Participants	<i>Insert here</i>
Response Rate	<i>Insert here</i>

Evaluation Method

Describe the survey tool used (e.g., Google Forms, MS Forms), when it was distributed, and how responses were collected.

Key Metrics Summary

<i>Metric</i>	<i>Result</i>
<i>Average satisfaction score (1–5)</i>	
<i>% of participants who would recommend this course</i>	
<i>Clarity of content</i>	
<i>Facilitator effectiveness</i>	

Participant Comments

Summarize positive themes and common improvement suggestions based on open-text feedback.

Visual Summary (Optional)

Insert bar chart or visual of satisfaction scores if available.

Action Items / Recommendations

List any changes you will make to the course based on this feedback.