# Template post-event feedback form

This guidance provides a sample feedback form that you can adapt to help you gain employee feedback on briefings or events they attend.

## About the event/briefing

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly agree | Agree | Neither agree nor disagree | Disagree | Strongly Disagree |
| I found the event useful |  |  |  |  |  |
| I found the content easy to understand |  |  |  |  |  |
| I understand more about  the business than I did beforehand |  |  |  |  |  |
| The material covered was relevant to my area of the business |  |  |  |  |  |
| The material covered was relevant to my role |  |  |  |  |  |
| The presenter delivered the material well |  |  |  |  |  |
| The venue was appropriate for this event/briefing |  |  |  |  |  |
| The event/briefing was of  the right length |  |  |  |  |  |
| The event has answered many of my questions  about the business |  |  |  |  |  |
| I know where to go to get further information |  |  |  |  |  |

What were the strengths of the event/briefing? What did you find most useful or enjoyable and why?

Which parts were the least useful or enjoyable? Why?

What are the key messages that you took out from the event/briefing?

Do you have any further questions that you need answers to? Are there any other issues you would like to be covered in further briefings?

## About the business more widely

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly agree | Agree | Neither agree nor disagree | Disagree | Strongly disagree |
| I have the confidence in the direction of the business |  |  |  |  |  |
| I receive the information I need about business performance |  |  |  |  |  |
| I understand how my work contributes to business success |  |  |  |  |  |
| I am excited about my prospects for the future here |  |  |  |  |  |
| I feel confident that the business will answer any questions I have |  |  |  |  |  |

Are there any other comments you would like to make?

Thank you for your assistance. Your response is confidential.