



Date: 29-30 June 2017

TRAINING FOR TEACHING STAFF EVALUATION LIST

The general organisation of the meeting

Grading	Poor	OK	Good	Very Good	Excel lent
Logistic preparation and organization of meeting	1	2	3	4	(5)
Content of the Agenda	1	2	3	4	(5)
Arrangements of the meeting (venue, equipment, etc.)	1	2	3	4	(5)

Comment:

General working communication

Grading	Poor	OK	Good	Very Good	Excel lent
Communication before the meeting	1	2	3	4	(5)
Duration and timetable of the meeting	1	2	3	4	(5)
Quality of materials provided during the meeting	1	2	3	4	(5)
Quality of presentations	1	2	3	4	(5)
Communication between the coordinator of the project and the other partners	1	2	3	4	(5)
Engagement of the participants in the activities and discussions	1	2	3	4	(5)
Objectives in the agenda regarding the NatRisk project are reached	1	2	3	4	(5)





Grading	Poor	OK	Good	Very Good	Excel
Mode of reaching the decisions at the meeting	1	2	3	4	(5
Opportunities to express your opinion and influence decisions	1	2	3	4	5
Achievement of the meeting and project goals	1	2	3	4	5
Discussion of tasks for the upcoming activities and meetings	1	2	3	4	(5)
Assignment of follow-up tasks	1	2	3	4	(5)

Comment:

Thank you for taking the time to complete this questionnaire. Your comments are important to us and provide us with valuable feedback on the quality of the meeting, which will be taken into account when organising future events.

Project number: 573806-EPP-1-2016-1-RS-EPPKA2-CBHE-JP





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Poor	OK	Good	Very Good	Excel lent
1	2	3	4	(5)
1	2	3	4	(3)
1	2	3	4	(5)
	1 1 1 1	Poor OK 1 2 1 2 1 2	Poor OK Good 1 2 3 1 2 3 1 2 3	

Comment:

General working communication

Grading	Poor	OK	Good	Very Good	Excel
Communication before the meeting	1	2	3	4	(5)
Duration and timetable of the meeting	1	2	3	4	(5)
Quality of materials provided during the meeting	1	2	3	4	(5)
Quality of presentations	1	2	3	4	(5)
Communication between the coordinator of the project and the other partners	1	2	3	4	(5)
Engagement of the participants in the activities and discussions	1	2	3	4	(5)
Objectives in the agenda regarding the NatRisk project are reached	1	2	3	4	(5)





Grading	Poor	OK	Good	Very Good	Excel
Mode of reaching the decisions at the meeting	1	2	3	4	(5)
Opportunities to express your opinion and influence decisions	1	2	3	4	5
Achievement of the meeting and project goals	1	2	3	4	(5)
Discussion of tasks for the upcoming activities and meetings	1	2	3	4	5)
Assignment of follow-up tasks	1	2	3	4	157

Comment:

Thank you for taking the time to complete this questionnaire. Your comments are important to us and provide us with valuable feedback on the quality of the meeting, which will be taken into account when organising future events.

Project number: 573806-EPP-1-2016-1-RS-EPPKA2-CBHE-JP





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Grading	Poor	OK	Good	Very Good	Excel lent
Logistic preparation and organization of meeting	1	(2)	3	4	5
Content of the Agenda	1	2	3	(4)	5
Arrangements of the meeting (venue, equipment, etc.)	1	2	3	4	(5)

Comment:

General working communication

Grading	Poor	OK	Good	Very Good	Excel lent
Communication before the meeting	1	2	3	(4)	5
Duration and timetable of the meeting	1	2	3	4	(5)
Quality of materials provided during the meeting	1	2	3	(4)	5
Quality of presentations	1	2	3	(4)	5
Communication between the coordinator of the project and the other partners	1	2	3	4	(5)
Engagement of the participants in the activities and discussions	1	2	3	4	(5)
Objectives in the agenda regarding the NatRisk project are reached	1	2	3	4	5





Poor 1	OK 2	Good 3	Very Good	Excel
1	2	3	-	0
		53775	4	(5)
1	2	3	4	(5)
1	2	3	4	(5)
1	2	3	4	(5)
1	2	3	4	5
	1 1 1	1 2 1 2	1 2 3 1 2 3	1 2 3 4 1 2 3 4

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The general organisation of the meeting

Grading	Poor	OK	Good	Very Good	Excel
Logistic preparation and organization of meeting	1	2	3	4	5
Content of the Agenda	1	2	3	4	B
Arrangements of the meeting (venue, equipment, etc.)	1	2	3	4	(5)

Comment:

General working communication

Grading	Poor	OK	Good	Very Good	Excel lent
Communication before the meeting	1	2	3	4	(15)
Duration and timetable of the meeting	1	2	3	4	6
Quality of materials provided during the meeting	1	2	3	4	B
Quality of presentations	1	2	3	4	5
Communication between the coordinator of the project and the other partners	1	2	3	4	13
Engagement of the participants in the activities and discussions	1	2	3	4	15
Objectives in the agenda regarding the NatRisk project are reached	1	2	3	4	3





Grading	Poor	OK	Good	Very Good	Excel
Mode of reaching the decisions at the meeting	1	2	3	4	5
Opportunities to express your opinion and influence decisions	1	2	3	4	(5)
Achievement of the meeting and project goals	1	2	3	4	(5)
Discussion of tasks for the upcoming activities and meetings	1	2	3	4	(5)
Assignment of follow-up tasks	1	2	3	4	10

Comment:

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Grading	Poor	OK	Good	Very Good	Excel lent
Logistic preparation and organization of meeting	1	(2)	3	4	5
Content of the Agenda	1	2	3	(4)	5
Arrangements of the meeting (venue, equipment, etc.)	1	2	3	4	(5)

Comment:

General working communication

Poor	OK	Good	Very Good	Excel lent
1	2	3	(4)	5
1	2	3	(4)	5
1	2	3	4	(5)
1	2	3	4	(5)
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
	1 1 1 1	1 2 1 2 1 2 1 2 1 2	1 2 3 1 2 3 1 2 3 1 2 3 1 2 3 1 2 3 1 2 3	Good 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4





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Poor	OK	Good	Very Good	Excel
1	2	3	4	(5)
1	2	3	4	5
1	2	3	4	(3)
1	2	3	4	5
1	2	3	4	(5)
	1 1 1 1 1 1 1	1 2 1 2 1 2 1 2	1 2 3 1 2 3 1 2 3 1 2 3	Good 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4

Comment:

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The general organisation of the meeting

		Good	Very	Excel lent
1	2	(3)	4	5
1	2	(3)	4	5
1	2	3	(4)	5
	1 1 1	1 2 1 2 1 2	1 2 3 1 2 3 1 2 3	1 2 3 4 1 2 3 4 1 2 3 4

Comment:

General working communication

Grading	Poor	OK	Good	Very	Excel
Communication before the meeting	1	2	(3)	4	5
Duration and timetable of the meeting	1	2	3	4	5
Quality of materials provided during the meeting	1	(2)	3	4	5
Quality of presentations	1	2) 3	4	5
Communication between the coordinator of the project and the other partners	1	2	3	4	5
Engagement of the participants in the activities and discussions	1	2	3	4	5
Objectives in the agenda regarding the NatRisk project are reached		2	3	4	5





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Grading	Poor	OK	Good	Very Good	Excel lent
Mode of reaching the decisions at the meeting	1	2	3	4	5
Opportunities to express your opinion and influence decisions	1	2	3	4	5
Achievement of the meeting and project goals	1	2	3	4	5
Discussion of tasks for the upcoming activities and meetings	1	2	3	4	5
Assignment of follow-up tasks	1	2	(3)) 4	5
				10	

Comment:

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The general organisation of the meeting

Grading	Poor	OK	Good	Very Good	Excel
Logistic preparation and organization of meeting	1	(2)	3	4	5
Content of the Agenda	1	(2)	3	4	5
Arrangements of the meeting (venue, equipment, etc.)	1	2	(3)	4	5

Comment:

General working communication

Grading	Poor	OK	Good	Very Good	Excel
Communication before the meeting	1	(2)	3	4	5
Duration and timetable of the meeting	(1)	2	3	4	5
Quality of materials provided during the meeting	1	(2)	3	4	5
Quality of presentations	1	2	3	(4)	5
Communication between the coordinator of the project and the other partners	1	2	3	4	5
Engagement of the participants in the activities and discussions	1	2	(3)	4	5
Objectives in the agenda regarding the NatRisk project are reached	1	2	(31)	4	5





Grading	Poor	OK	Good	Very	Excel
Mode of reaching the decisions at the meeting	1	2	(3)	4	5
Opportunities to express your opinion and influence decisions	1	2	(3)	4	5
Achievement of the meeting and project goals	1	(2)	3	4	5
Discussion of tasks for the upcoming activities and meetings	1	2	(3)	4	5
Assignment of follow-up tasks	1	2	(3)	4	5

Comment:

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Grading	Poor	OK	Good	Very Good	Excel lent
Logistic preparation and organization of meeting	1	(2)	3	4	5
Content of the Agenda	1	2	(3)	4	5
Arrangements of the meeting (venue, equipment, etc.)	1	(2)	3	4	5

Comment:

General working communication

-									
Grading	Poor	OK	Good	Very Good	Excel				
Communication before the meeting	1	(2)	3	4	5				
Duration and timetable of the meeting	1	(2)	3	4	5				
Quality of materials provided during the meeting	1	2	(3)	4	5				
Quality of presentations	1	2	3	4	5				
Communication between the coordinator of the project and the other partners	1	(2)	3	4	5				
Engagement of the participants in the activities and discussions	1	(2)	3	4	5				
Objectives in the agenda regarding the NatRisk project are reached	1	(2)	3	4	5				





Grading	Poor	OK	Good	Very	Excel
Mode of reaching the decisions at the meeting	1	2	3	4	5
Opportunities to express your opinion and influence decisions	1	2	3	4	5
Achievement of the meeting and project goals	1	2	3	4	5
Discussion of tasks for the upcoming activities and meetings	1	2	3	4	5
Assignment of follow-up tasks	1	(2)	3	4	5

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Logistic preparation and organization of meeting	1	2	3	(4)	5
Content of the Agenda	1	2	3	(4)	5
Arrangements of the meeting (venue, equipment, etc.)	1	2	3	4	(5)

Comment:

General working communication

Grading	Poor	OK	Good	Very Good	Excel lent
Communication before the meeting	1	2	3	4	(5)
Duration and timetable of the meeting	1	2	(3)	4	5
Quality of materials provided during the meeting	1	2	3	4	(5)
Quality of presentations	1	2	3	4	(5)
Communication between the coordinator of the project and the other partners	1	2	3	4	(5)
Engagement of the participants in the activities and discussions	1	2	3	4	(5)
Objectives in the agenda regarding the NatRisk project are reached	1	2	3	(4)	5





	-				
Grading	Poor	OK	Good	Very Good	Excel
Mode of reaching the decisions at the meeting	1	2	3	(4)	5
Opportunities to express your opinion and influence decisions	1	2	3	4	(5)
Achievement of the meeting and project goals	1	2	3	(4)	5
Discussion of tasks for the upcoming activities and meetings	1	2	(3)	4	5
Assignment of follow-up tasks	1	2	3	(4)	5
C		_			

Comment:

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Logistic preparation and organization of meeting	1	2	3	(4)	5
Content of the Agenda	1	2	3	4	(5)
Arrangements of the meeting (venue, equipment, etc.)	1	2	3	(4)	5

Comment:

General working communication

l n	OW	0 1	1	I
Poor	OK	Good	Good	Excel lent
1	2	3	4	(5)
1	2	3	(4)	5
1	2	3	4	(5)
1	2	3	4	(5)
1	2	3	4	(5)
1	2	3	4	5
1	2	3	4	5
	1 1 1 1	1 2 1 2 1 2 1 2 1 2 1 2	1 2 3 1 2 3 1 2 3 1 2 3 1 2 3 1 2 3	Good 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4





Poor	OK	Good	Very Good	Excel lent
1	2	3	4	(5)
1	2	3	4	5
1	2	3	(4)	5
1	2	(3)	4	5
1	2	3	(4)	5
	1 1 1 1 1 1 1	1 2 1 2 1 2 1 2	1 2 3 1 2 3 1 2 3 1 2 3	Good 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4

Comment:

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Grading	Poor	OK	Good	Very	Excel
Logistic preparation and organization of meeting	1	2	3	(4)	5
Content of the Agenda	1	2	3	4	(5)
Arrangements of the meeting (venue, equipment, etc.)	1	2	3	(4)	5

Comment:

General working communication

Poor	OK	Good	Very Good	Excel lent
1	2	3	4	(5)
1	2	3	(4)	5
1	2	3	4	5
1	2	3	4	(5)
1	2	3	4	(5)
1	2	3	4	5
1	2	3	4	5
	1 1 1 1	1 2 1 2 1 2 1 2 1 2	1 2 3 1 2 3 1 2 3 1 2 3 1 2 3 1 2 3	Good 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4





Grading	Poor	OK	Good	Very Good	Excel lent
Mode of reaching the decisions at the meeting	1	2	3	4	5
Opportunities to express your opinion and influence decisions	1	2	3	4	3
Achievement of the meeting and project goals	1	2	3	(4)	5
Discussion of tasks for the upcoming activities and meetings	1	2	3	4	(5)
Assignment of follow-up tasks	1	2	3	4	(5)

Comment:

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The general organisation of the meeting

Grading	Poor	OK	Good	Very Good	Excel lent
Logistic preparation and organization of meeting	1	2	3	4	5
Content of the Agenda	1	2	3	4	(5)
Arrangements of the meeting (venue, equipment, etc.)	1	2	3	4	5

Comment:

General working communication

Grading	Poor	OK	Good	Very Good	Excel lent
Communication before the meeting	1	2	3	4	5
Duration and timetable of the meeting	1	2	3	4	(5)
Quality of materials provided during the meeting	1	2	3	4	5
Quality of presentations	1	2	3	4	(5)
Communication between the coordinator of the project and the other partners	1	2	3	4	5
Engagement of the participants in the activities and discussions	1	2	3	4	5
Objectives in the agenda regarding the NatRisk project are reached	1	2	3	4	5





Grading	Poor	OK	Good	Very Good	Excel lent
Mode of reaching the decisions at the meeting	1	2	3	4	5
Opportunities to express your opinion and influence decisions	1	2	3	4	5
Achievement of the meeting and project goals	1	2	3	4	(5)
Discussion of tasks for the upcoming activities and meetings	1	2	3	4	5
Assignment of follow-up tasks	1	2	3	4	5
C .					

Comment:

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TRAINING FOR TEACHING STAFF EVALUATION LIST

The general organisation of the meeting

Grading	Poor	OK	Good	Very Good	Excel
Logistic preparation and organization of meeting	1	2	3	4	(8)
Content of the Agenda	1	2	3	4	5
Arrangements of the meeting (venue, equipment, etc.)	1	2	3	4	(5)

Comment:

General working communication

Grading	Poor	OK	Good	Very Good	Excel lent
Communication before the meeting	1	2	3	4	/3
Duration and timetable of the meeting	1	2	3	4	(5)
Quality of materials provided during the meeting	1	2	3	4	(5)
Quality of presentations	1	2	3	4	5
Communication between the coordinator of the project and the other partners	1	2	3	4	5
Engagement of the participants in the activities and discussions	1	2	3	4	(5)
Objectives in the agenda regarding the NatRisk project are reached	1	2	3	4	5





Grading	Poor	OK	Good	Very Good	Excel
Mode of reaching the decisions at the meeting	1	2	3	4	08
Opportunities to express your opinion and influence decisions	1	2	3	4	(3)
Achievement of the meeting and project goals	1	2	3	4	(5)
Discussion of tasks for the upcoming activities and meetings	1	2	3	4	5
Assignment of follow-up tasks	1	2	3	4	(5,

Comment:

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Grading	Poor	OK	Good	Very Good	Excel
Logistic preparation and organization of meeting	1	2	3	4	(5)
Content of the Agenda	1	2	3	4	(5)
Arrangements of the meeting (venue, equipment, etc.)	1	2	3	4	(3)

Comment:

General working communication

Poor	OK	Good	Very Good	Excel
1	2	3	4	(5)
1	2	3	4	(5)
1	2	3	4	(5)
1	2	3	4	(5)
1	2	3	4	(5)
1	2	3	4	(5)
1	2	3	4	(5)
		1 2 1 2 1 2 1 2 1 2 1 2	1 2 3 1 2 3 1 2 3 1 2 3 1 2 3 1 2 3 1 2 3	Good 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4 1 2 3 4





Grading	Poor	OK	Good	Very Good	Excel
Mode of reaching the decisions at the meeting	1	2	3	4	(5)
Opportunities to express your opinion and influence decisions	1	2	3	4	(5)
Achievement of the meeting and project goals	1	2	3	4	(5)
Discussion of tasks for the upcoming activities and meetings	1	2	3	4	(5)
Assignment of follow-up tasks	1	2	3	4	(5)

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