

**<PROGRAM TITLE>**

Questionnaire

**<Module>**

SAMPLE EXTRACT ONLY



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## HOW TO USE THIS TEMPLATE

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### Notes for the Instructional Designer



This Questionnaire template is an evaluation tool used to collect data on the effectiveness of a learning program. This may include feedback on:

- Content
- Activities
- Facilitator
- Environment
- Assessments
- Confidence
- Learning transfer

The template may be used to create a variety of questionnaires to be implemented at different times throughout a program. Questionnaires may require the audience to:

- Rate their level of agreement with a statement
- Provide a short response to a question

Questionnaire types include:

- Confidence Checks  
These are completed by participants as pre-work to allow the facilitator to identify participant key strengths and areas for improvement.  
The confidence check is also incorporated into the End of Program Questionnaire to compare participant confidence pre and post-learning, which provides insight into the effectiveness of the program.
  - End of Program Questionnaire  
This questionnaire is completed immediately post-learning to collect participant feedback on the program, including the physical environment, facilitator, content, activities and assessment. Confidence and competence check questions may also be included in this questionnaire to provide insight into participant willingness to transfer their learning to the workplace. Open questions may also be provided to seek further feedback.
  - 30/90 Days Post-Learning (Participants)  
This questionnaire identifies actual knowledge, skill and behavioural shift and/or unanticipated barriers or enablers. Open questions may be used to provide further explanation. For example, participants may 'strongly disagree' that their learning has benefited their job tasks, however the open questions may reveal that the participant did not have the opportunity to apply their learning in the first 30-90 days post-learning.
  - 30/90 Days Post-Learning (Leaders)  
This questionnaire is provided to participant leaders to seek feedback on the program and participant transfer of knowledge, skills and behaviours, based on leader observations.
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## END OF PROGRAM QUESTIONNAIRE

This Questionnaire has been designed to seek feedback on <program title>.

Your feedback will allow us to determine the program’s strengths and areas for improvement. The findings will be used to inform changes to the program, to ensure it is effective, engaging and appropriate, optimising the participant learning experience.

Participant Name		Date	
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**Please indicate your agreement with the following statements by ticking one of the applicable boxes.**

(Contextualise, add or remove statements to suit the program)

Content and Learning Materials	Strongly disagree	Disagree	Neither	Agree	Strongly agree
The course content was relevant to my role	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The learning materials provided were well designed and easy to follow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The content was challenging and interesting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The learning materials provided were appropriate to support the learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The content was delivered through a variety of modes (mixture of visual, auditory and hands-on learning)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<insert statement>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activities	Strongly disagree	Disagree	Neither	Agree	Strongly agree
The activities were engaging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The activities were relevant to the learning outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The activities equipped me with knowledge and skills relevant to my role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The activities provided a safe environment for me to practise new skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The activity instructions were clear and easy to follow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The activity debriefs allowed participants to share ideas and experiences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The activity debriefs provided a deeper understanding of the topic and made links to how the learning could be applied to my role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<insert statement>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## END OF PROGRAM QUESTIONNAIRE (CONTINUED)

Please rate your current confidence level, by ticking one of the applicable boxes (1 = 'low;' 5 = 'expert')

Confidence (Note: These questions should be the same as the Pre-Learning Confidence Check, and should reflect the Learning Outcomes)	1	2	3	4	5
<insert knowledge, skill or behaviour>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<insert knowledge, skill or behaviour>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<insert knowledge, skill or behaviour>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I understand where to seek additional support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If relevant to your selection, please elaborate on why you self-rated as '1' or '2' in the space below.

<insert knowledge, skill or behaviour>	I self-rated as '1' or '2' because...

Please respond to the following questions in the space provided.

Question	Response
What did you find most challenging?	
What was <i>most</i> valuable to you?	
What was <i>least</i> valuable to you?	
What knowledge, skills and behaviours were you hoping to develop, that the program didn't address?	
What are your recommendations for improving the program?	
What are you going to do to ensure you apply the learning?	
What barriers and enablers do you anticipate may impact your ability to put your learning into practice? How will you overcome them?	
<insert open question>	

Please provide additional comments you would like to make in the space below.

Additional Comments

## COMPLETE DOCUMENT VERSIONS

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### The ADDIE Toolkit

This document contains only a select number of pages from one of the series of documents available across each ADDIE phase.

You can obtain the full version of ADDIE Toolkit documents by:

1. Purchasing one of the following courses:
  - Instructional Design Basics: Self-paced
  - Instructional Design Plus: Self-paced; plus up to 3, 90-minute 1:1 coaching with a Senior Instructional Designer from the IDA and DLD team
  - Instructional Design for your Organisation: Face-to-face workshop/s
2. Purchasing a bundle of documents, specific to each ADDIE phase:

**Note:** These bundles contain a selection of documents. The entire ADDIE Toolkit is available by purchasing any of the courses above.

Bundle	Documents Included
Analyse Pack	<ul style="list-style-type: none"> <li>• 1.1_ANALYSE_LNA Guide</li> <li>• 1.2_ANALYSE_LNA Template</li> <li>• 1.3_ANALYSE_LNA Summary Template</li> </ul>
Design Pack	<ul style="list-style-type: none"> <li>• 2.1_DESIGN_Learning Strategy Template</li> <li>• 2.2_DESIGN_HLD Template</li> <li>• 2.3_DESIGN_Storyboard Template</li> <li>• 2.4_DESIGN_Activity Examples</li> </ul>
Develop Pack	<ul style="list-style-type: none"> <li>• 0.3_Style Guide</li> <li>• 3.1_DEVELOP_Icons</li> <li>• 3.2_DEVELOP_FG Template</li> <li>• 3.3_DEVELOP_PW Template</li> <li>• 3.4_DEVELOP_AB Template</li> <li>• 3.5_DEVELOP_JA Template</li> <li>• 3.6_DEVELOP_PPT Template</li> <li>• 3.7_DEVELOP_LDR Template</li> <li>• 3.8_DEVELOP_Program Review Template</li> </ul>
Evaluate Pack	<ul style="list-style-type: none"> <li>• 5.1_EVALUATE_Questionnaire Templates</li> <li>• 5.2_EVALUATE_Focus Group Template</li> <li>• 5.3_EVALUATE_Observation Checklist</li> <li>• 5.4_EVALUATE_Report Template</li> </ul>

To learn more about these courses and bundles, visit our website at [www.instructionaldesign.com.au](http://www.instructionaldesign.com.au)

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