

**Chapter Executive  
EVALUATION FORM**



**SMACNA Chapter:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date of Course:** \_\_\_\_\_

**Increasing Engagement, Retention, and  
Development for Employees**

**YOUR COMMENTS ON THIS COURSE WILL CONTRIBUTE TO IMPROVING THE COURSE.**

1. On a scale of 1-4 (with four being the highest), please circle the following:

	(lowest)			(highest)
A. Usefulness of the course materials during the session:	1	2	3	4
B. Instructor's knowledge of the subject matter:	1	2	3	4
C. Instructor's ability to communicate the subject matter:	1	2	3	4
D. To what extent did the course meet your expectations?	1	2	3	4
E. Overall, how would you evaluate this program?	1	2	3	4

2. Please list the number of participants that attended the course: \_\_\_\_\_ Members  
\_\_\_\_\_ Non-Members

**Questions:**

3. Did you conduct this program with other building associations or chapters? \_\_\_ Yes \_\_\_ No  
If yes, please list the names of the other co-sponsoring organizations.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. List below other business management related topics for localized training programs that you would like to see SMACNA offer.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Additional comments:

*Feel free to list any additional comments you may have on this course or the materials that were provided to you by SMACNA.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please use the back of this form for any additional comments. Thank you for your input.*