

## **ABA Special Interest Group Attendee Evaluation and Needs Assessment Template Optional**

Instructions and Deadlines: The following form is a template that can be used to evaluate the effectiveness of your SIG and assess your participant's ideas for the future. This form should be personalized for each SIG but every evaluation should include these components:

1. An evaluation of each topic and presenter
2. An evaluation of each behavioral objective
3. An assessment of what participants found most beneficial
4. An assessment of what participants found least beneficial
5. An assessment of how each participant plans to use what he or she learned in their own practice

In addition, you may wish to ask participants to provide suggestions on topics and speakers for following years. You can leave this as an open-ended statement or provide a list of possible topics and ask participants to indicate those they are interested in having presented.

This form does not need to be returned to the ABA Central Office or the Membership Advisory Committee.

**ABA Special Interest Group Attendee Evaluation and Needs Assessment Template**

**SIG Name**

**Date**

**Time**

*Please take a few minutes to complete today's Special Interest Group evaluation. The SIG planning team appreciates your honest feedback and uses it to plan for the future. Thank you.*

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**Presentation/Content (name) \_\_\_\_\_ was:**

Highly Useful

Somewhat Useful

Slightly Useful

Not Useful

**As a speaker, \_\_\_\_\_ (name) was:**

Excellent

Very Good

Good

Average

Below Average

Comments:

*Repeat the above format for each topic and presenter.*

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**The behavioral objectives were met:** *(each presentation should have at minimum of one behavioral objective completing the statement "At the end of this presentation, the participant will be able to..." Use as many objectives as you like.*

Strongly Agree  
SA

Agree  
A

Unsure  
U

Disagree  
D

Strongly Disagree  
SD

Objective 1. (write objective here)

SA

A

U

D

SD

Objective 2. (write objective here)

SA

A

U

D

SD

Objective 3. (write objective here)

SA

A

U

D

SD

**The length of today's SIG was:**

Too short

Too long

Just right

**The most beneficial part of today's SIG was:**

**The least beneficial part of today's SIG was:**

**How will you use the information presented today in your own practice?**

**Comments about today's SIG.**

**Please list any topics you would like to see addressed in the future and/or suggestions for speakers.**

**Are you interested in serving as a future SIG Chair?**

**Yes**

**No**

**If yes, please provide your name, phone and email address. You must be a member of the ABA to serve in this capacity.**

**Thank you for taking the time to complete this evaluation.**