

Event Checklist: Essential elements for workshop quality

Event description: date, location, objectives, activities	
Engagement and facilitation: the methods used to deliver the presentation and encourage participation	
4. Facilitator/speakers had expertise in the topic	Yes / No
5. Facilitator/speakers delivered content in an engaging manner	Yes / No
6. Facilitator/speakers encouraged participants to contribute to session (ask questions, make comments, provide examples, participate in discussion)	Extensive Moderate Limited Not at all
7. Facilitator/speakers encouraged participants to discuss how they might apply information from the session in their work	Extensive Moderate Limited Not at all
8. Facilitator/speakers showed respect for participants' contributions and their work	Extensive Moderate Limited Not at all
9. Facilitator created opportunities for relationship building and exchange among diverse groups	Extensive Moderate Limited Not at all
Content: key topics, messages, activities and resources	
10. Core content outlined in the session plan was delivered.	Wholly Mostly About half Limited Not at all
11. Session content was relevant to participants' goals/needs	Yes / No
12. Facilitator identified or provided resources that supported or extended learning from the session	Yes / Partially / No / N/A - not specified in plan
13. The value of the material presented was conveyed	Yes / No
Participation: characteristics of attendees' interaction and contribution to the session	
14. A community/agency leader introduced the session or contributed to it positively in other ways	Yes / No
15. Diverse participants contributed to the session (asked questions, made comments, participated in discussion)	All ~ ¾ ~ ½ ~ ¼ Few None
16. Participant contributions included knowledge/examples from their own experience	Extensive Moderate Limited Not at all
17. Participants engaged in relationship building and exchange across diverse groups.	Extensive Moderate Limited Not at all
Observations/notes	