WORKSHOPSKILL · FACILITATION KIT

Post-Training Survey — Facilitator Run Sheet

Folder: `post-training-survey` · Category: feedback forms · any group size · 5 min to complete · after the session · paper or online

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CONTENTS

- Why this survey is not a smile sheet
- Paper or online
- Reading the answers
- Variations
- Agent version
- Item-by-item interpretation
- Reporting to a sponsor or HR
- When to hand it out
- The anonymity promise
- Known failure modes & rescues
- Props in this folder
- The 60-second read
- Open questions: how to code answers
- 3 known failure modes of reading survey data

5	Any	after the session
MINUTES	PEOPLE	SETTING

Post-Training Survey — Facilitator Guide

A one-page feedback survey for any training session or workshop — six Likert items and two open questions. It exists because most training feedback stops at the smile sheet: “did you enjoy it?” This survey asks the question sponsors actually care about: “will anything from today show up in the work?”

Why this survey is not a smile sheet

Kirkpatrick’s Level 1 measures reaction — satisfaction, fun, energy. It is where most evaluation stops, because satisfaction is easy to collect and pleasant to report. But reaction scores tell a sponsor almost nothing about whether the training worked.

Three of the eight questions here push past it:

Question	What it actually measures
Item 2 — “I can name one thing I will use within two weeks”	Transfer intent (the bridge toward Level 3)
Q7 — “the one thing you will do differently on Monday”	A checkable commitment, in the participant’s own words
Q8 — “what got in the way of your learning”	Design obstacles — free consulting for your next delivery

A smile sheet can only go up. This survey can tell you what to fix.

When to hand it out

Timing	Response rate	Notes
Last 5 minutes, in the room	90%+	The default. People are still there; leaving takes effort
Same evening, by link	40–60%	Only if the session runs to the minute. Send before 21:00
The next day	under 25%	Acceptable for multi-day programs, useless for single sessions

Never announce the survey “later by email” while the room is still together — you are donating your best response window.

Paper or online

The paper cards in this folder are the honest default: no login, no device hunting, no “I’ll do it later”. Hand them out, collect them in a box by the door, score them on the train home.

The online version earns its keep at volume — 40 participants, automatic scoring, a shareable results link. Every item is identical; use whichever the room allows. The one-click online build is linked from the folder page.

The anonymity promise

Write it on the whiteboard before you hand anything out, and keep it to three claims:

1. No names, no tracking, no code numbers.

2. Results are reported as room-level averages only.
3. The facilitator sees them **after** the report goes to the sponsor, not during.

A promise you cannot keep is worse than no promise — if you must identify respondents (certificate programs, compliance), say so on the form instead and drop the word “anonymous”.

Reading the answers

Do not read averages first. Read item 2 and Q7 first — that is your evidence of transfer. The full item-by-item interpretation table, the reverse-item trap, and the sponsor reporting rules live in `post-training-survey-debrief.md`.

Known failure modes & rescues

1. **The survey goes out the next day.** Response rate collapses below 25%. Rescue: keep five blank minutes at the end of every agenda, protected like a fire exit.
2. **The anonymity promise is a formality.** If the promise sounds canned, answers drift polite and useless. Rescue: say it out loud, in your own words, before handing out the cards.
3. **Only the average gets reported.** A 4.1 average with a 2.2 on “pace” is a different session than a flat 4.1. Rescue: report the lowest item, always — see the debrief sheet.

Variations

- **Multi-day programs:** run the survey at the end of each day, not only the last. Day-over-day movement on item 3 (pace) tells you more than the final average.
- **Corporate training with compliance requirements:** the same items double as training-effectiveness evidence for internal quality systems (Taiwan: TTQS-aligned course documentation; Hong Kong: QF-style course records). Attach the room-level summary, not individual sheets.
- **Small senior groups (under 6):** skip the Likert cards and run the two open questions as a closing round, out loud.

Props in this folder

- `post-training-survey-prop-cards.pdf` — poker print-ready card deck: instruction card, item cards, open-questions card
- `post-training-survey-guide.md` — this guide
- `post-training-survey-debrief.md` — how to read and report the answers
- `post-training-survey-assessment.json` — the full question set as plain JSON
- `post-training-survey-paper-form.pdf` — the A4 answer sheet: the measure as a print-and-fill form
- `post-training-survey-workbook.pdf` — participant workbook: the idea in plain words, guided items, notes and action pages
- `post-training-survey-slide-deck.pdf` — the slide deck for teaching or projecting

- `post-training-survey-slide-deck.html` — the same deck for any browser, speaker notes on N
- `post-training-survey-license.md` — what you may do with all of this, in plain language
- `post-training-survey-activity-poster.pdf` — The whole activity on one wall (A3): meta, run of show, debrief questions, watch-outs.
- `post-training-survey-start-here.md` — one page, thirty seconds, then print and go
- `SKILL.md` — machine-readable manifest for AI agents
- `post-training-survey-run-sheet.pdf` — the print edition: this run sheet + the debrief sheet, bound as one A4 PDF

Agent version

Every file in this folder has a stable public URL — an AI agent can fetch the cards, the reading guide and this run sheet with three curl commands (see `SKILL.md`), or build the live online version in one `formlm-cli smart generate` step. The paper version needs no screen at all: cards, pens, and a box by the door.

Post-Training Survey — Reading the Answers

> One rule first: numbers tell you where to look; the open answers tell you what happened.
>
> Use with `post-training-survey-guide.md`. Reading takes 15 minutes for a room of 20.

The 60-second read

Before any averaging, answer three questions in order:

1. **Item 2 mean at 3.5 or higher?** Transfer intent exists. Below 3.0 — the session was theater, and the design (not the delivery) is the suspect.
2. **Q7 commitments countable?** Count how many answers name a concrete action ("update the handover template") versus a vibe ("communicate better"). Concrete answers are the currency you can report.
3. **Q8 obstacles repeating?** Two participants naming the same obstacle is a finding. Three is a redesign order.

Item-by-item interpretation

Item	Construct	Low (≤ 2.5) means	First action
1	Relevance	Content missed the audience's actual work	Rewrite the intake; interview one participant
2	Transfer intent	Nothing felt usable on Monday	Add one applied exercise per half-day
3	Pace	Too fast, too slow, or mismatched levels	Split the group or offer two lanes
4	Facilitation	Questions and dissent were not hosted	Repair the room contract before the next session
5	Clarity	Exercises ran without a stated purpose	State the "why" in one sentence before each block

Item	Construct	Low (≤ 2.5) means	First action
6	Reverse — blocker	**Low is good.** High scores mean participants expect no change	Treat any room-level 6-mean above 3.5 as a design alarm

The reverse item is the lie detector: polite rooms score everything 4 — including “nothing will change”. When item 6 rides high while item 2 rides high too, trust item 6.

Open questions: how to code answers

Q7 (Monday commitment) → your follow-up list. Every concrete answer becomes one line in a 30-day follow-up message: “You said you would update the handover template — how did it go?” This is the cheapest Level 3 behavior check in existence: no tooling, one message, honest replies.

Q8 (obstacles) → your redesign backlog. Sort answers into three buckets: environment (room, time, tech), design (exercises, sequencing), and outside-the-room (workload, manager support). You control the first two; say so honestly when reporting the third.

Discard answers that only praise. Praise is pleasant and information-free.

Reporting to a sponsor or HR

Report four numbers and one sentence — never the full sheet:

1. Response rate (your credibility: 90%+ in-room beats 30% by email)
2. Item 2 mean (transfer intent)
3. The lowest-scoring item, by name, with its number
4. Count of concrete Monday commitments from Q7
5. One verbatim obstacle from Q8, quoted with permission

Never report: individual sheets, per-person rankings, or the overall average alone. An average without the lowest item is how training reports lose their reputation — sponsors have seen too many 4.6s that changed nothing.

3 known failure modes of reading survey data

1. **Cherry-picked praise.** Quoting only the warm Q7 answers turns the survey into marketing. Rescue: quote one obstacle for every compliment — the contrast is what sponsors trust.
2. **One angry sheet overrides the distribution.** A single hostile response is data about one experience, not the room. Rescue: report distributions, and read extreme sheets last, not first.
3. **Survey scores used as facilitator KPI.** The moment scores become personal performance metrics, the instrument is dead — answers turn diplomatic and worthless. Rescue: room-level reporting only, in writing, on the form itself.