



Assam Nurses' Midwives' & Health Visitors' Council

(A statutory autonomous body constituted under the Assam Nurses', Midwives' and Health Visitors' Act, 1944.)

E-Mail: assamnursingcouncil@gmail.com, **Website:** www.assamnursingcouncil.com

O/o Director of Health Services Assam, 3rd Floor, Hengrabari, Guwahati-36

WORKSHOP OBSERVATION & EVALUATION FORM

(To be printed, filled, and submitted by the Council-Nominated Observer)

Form Code: ANMHVC/OBS/01

Version: 1.0

Effective From: 6.1.26

A. General Information:

Name of the Observer: _____

Designation: _____

Council Nomination Reference No.: _____

Title / Theme of the Workshop: _____

Organising Institution / Body: _____

Target Group: _____

Date(s) of Workshop: _____

Duration: _____ Days

Total Contact Hours: _____ Hours

Venue: _____

Number of Participants:

- Planned: _____
- Actual: _____

B. Registration & Attendance Management:

Participant registration conducted systematically:

- ☐ Excellent
- ☐ Good
- ☐ Satisfactory
- ☐ Needs Improvement





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Mode of registration:

- ☐ Manual
- ☐ Online
- ☐ Both

Attendance recorded:

- ☐ Yes
- ☐ Partially
- ☐ No

Observer's Comments:

C. Objectives of the Workshop:

Were the objectives clearly stated?

- ☐ Yes
- ☐ Partially
- ☐ No

Were the objectives relevant to nursing practice / education?

- ☐ Yes
- ☐ Partially
- ☐ No

To what extent were the stated objectives achieved?

- ☐ Fully achieved
- ☐ Partially achieved
- ☐ Not achieved

Observer's Comments:





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D. Planning & Organization:

Overall planning, coordination, and preparedness:

- ☐ Excellent
- ☐ Good
- ☐ Satisfactory
- ☐ Needs Improvement

Availability of approved programme schedule and plan:

- ☐ Yes
- ☐ Partially
- ☐ No

Coordination between organisers, resource persons, and participants:

- ☐ Good
- ☐ Satisfactory
- ☐ Poor

Observer's Comments:

E. Methodology of Teaching / Learning:

Appropriateness of teaching methods used:

- ☐ Excellent
- ☐ Good
- ☐ Satisfactory
- ☐ Needs Improvement

Balance between theory and practical / interactive components:

- ☐ Excellent
- ☐ Good
- ☐ Satisfactory
- ☐ Needs Improvement





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Use of participatory / adult learning approaches:

- ☐ Adequate
- ☐ Limited
- ☐ Not evident

Effectiveness of teaching methods in achieving learning objectives:

- ☐ Excellent
- ☐ Good
- ☐ Satisfactory
- ☐ Needs Improvement

Observer's Comments:

F. Sessions & Content Coverage:

Relevance of sessions to workshop objectives:

- ☐ Excellent
- ☐ Good
- ☐ Satisfactory
- ☐ Needs Improvement

Logical sequencing of sessions:

- ☐ Yes
- ☐ Partially
- ☐ No

Adequacy of time allotted to each session:

- ☐ Adequate
- ☐ Some sessions rushed
- ☐ Poorly managed

Was time allotted for participants to ask questions and clarify doubts after the sessions?

- ☐ Yes
- ☐ No





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Any deviation from Council-approved programme content?

- ☐ No
- ☐ Minor
- ☐ Major (Specify): _____

Observer's Comments:

G. Pre-Test & Post-Test Evaluation:

Pre-test conducted before commencement of sessions:

- ☐ Yes
- ☐ No

Post-test conducted at the end of the workshop:

- ☐ Yes
- ☐ No

Tools used for assessment:

- ☐ MCQ
- ☐ Written
- ☐ Practical
- ☐ OSCE
- ☐ Other: _____

Evidence of improvement between pre-test and post-test:

- ☐ Significant
- ☐ Moderate
- ☐ Minimal
- ☐ Not assessed

Records of tests maintained and available for verification:

- ☐ Yes
- ☐ Partially
- ☐ No





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Observer's Comments:

H. Resource Persons:

Qualification and subject expertise:

- ☐ Excellent
- ☐ Good
- ☐ Satisfactory
- ☐ Needs Improvement

Communication skills and clarity of presentation:

- ☐ Excellent
- ☐ Good
- ☐ Satisfactory
- ☐ Needs Improvement

Ability to engage participants and address questions:

- ☐ Excellent
- ☐ Good
- ☐ Satisfactory
- ☐ Needs Improvement

Any perceived conflict of interest?

- ☐ No
- ☐ Yes (Specify): _____

Observer's Comments:





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I. Resource Materials Provided to Participants:

Type of materials provided:

- ☐ Printed handouts
- ☐ Soft copies
- ☐ Guidelines
- ☐ Manuals
- ☐ None

Adequacy and relevance of materials:

- ☐ Excellent
- ☐ Good
- ☐ Satisfactory
- ☐ Needs Improvement

Timely distribution of materials:

- ☐ Yes
- ☐ Delayed
- ☐ Not provided

Materials aligned with workshop content and objectives:

- ☐ Yes
- ☐ Partially
- ☐ No

Observer's Comments:





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J. Participant Engagement & Discipline:

Attendance and punctuality:

- ☐ Good
- ☐ Average
- ☐ Poor

Level of active participation (questions, discussions, activities):

- ☐ High
- ☐ Moderate
- ☐ Low

Participant engagement throughout sessions:

- ☐ Consistent
- ☐ Intermittent
- ☐ Poor

Maintenance of discipline and professional conduct:

- ☐ Good
- ☐ Satisfactory
- ☐ Poor

Observer's Comments:

K. Venue, Seating & Physical Arrangements:

Adequacy of hall / classroom size:

- ☐ Adequate
- ☐ Partially adequate
- ☐ Inadequate





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Seating arrangements (comfort, visibility, arrangement):

- ☐ Good
- ☐ Satisfactory
- ☐ Poor

Lighting, ventilation, and acoustics:

- ☐ Satisfactory
- ☐ Needs improvement

Audio-visual arrangements:

- ☐ Good
- ☐ Average
- ☐ Poor

Safety, accessibility, and emergency arrangements:

- ☐ Adequate
- ☐ Needs improvement
- ☐ Inadequate

Observer's Comments:

L. Food & Refreshment Arrangements:

Provision of food / refreshments as per schedule:

- ☐ Adequate
- ☐ Inadequate
- ☐ Not provided

Quality of food and refreshments:

- ☐ Good
- ☐ Average
- ☐ Poor





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Timeliness of serving:

- ☐ Timely
- ☐ Delayed

Hygiene and cleanliness:

- ☐ Satisfactory
- ☐ Needs improvement

Observer's Comments:

M. Participant Feedback Mechanism:

Feedback collected from participants:

- ☐ Yes
- ☐ No

Mode of feedback:

- ☐ Written
- ☐ Online
- ☐ Oral
- ☐ Mixed

Overall feedback received from participants:

- ☐ Very positive
- ☐ Positive
- ☐ Mixed
- ☐ Negative

Feedback analysis shared / available for review:

- ☐ Yes
- ☐ No





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Observer's Comments:

N. Learning Outcomes & Impact:

Improvement in participants' knowledge / skills:

- ☐ Significant
- ☐ Moderate
- ☐ Minimal

Applicability of learning to clinical / teaching practice:

- ☐ High
- ☐ Moderate
- ☐ Low

Overall perceived impact of the workshop:

- ☐ High
- ☐ Moderate
- ☐ Low

Observer's Comments:

O. Documentation & Records:

Registration and attendance records maintained properly:

- ☐ Yes
- ☐ Partially
- ☐ No

Programme schedule, certificates, and reports maintained as per Council norms:

- ☐ Proper
- ☐ Needs improvement





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Submission of post-workshop report within stipulated time:

- ☐ Yes
- ☐ No
- ☐ Pending

Observer's Comments:

P. Areas of Appreciation:

Q. Areas Needing Improvement:

R. Overall Assessment & Scoring:

| Component | Max Score | Score |
|--------------------------------|-----------|-------|
| Planning & Organization | 10 | |
| Academic Content & Methodology | 20 | |
| Resource Persons | 15 | |
| Logistics, Seating & Food | 15 | |
| Learning Outcomes & Impact | 20 | |
| Total | 80 | |



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Overall quality of the workshop:

- ☐ Excellent
- ☐ Good
- ☐ Satisfactory
- ☐ Unsatisfactory

S. Recommendations to the Council:

T. Observer's Final Remarks / Suggestions:

U. Declaration:

I hereby certify that the above observations are based on my personal attendance and independent assessment of the workshop.

I further declare that **there is no conflict of interest** in conducting this evaluation.

Signature of Observer: _____

Name: _____

Date: _____

