



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: _____

