

01 / PREPARE AND SHARE

Workshop feedback

Discover the workshop's most useful part, how well it met expectations and the next improvement to make. Let participants complete the two-page form at their own pace.

15-20 minutes | [A 10-20 minute facilitation guide](#)

1

Prepare

Open the Event feedback form template and select Use this template. Enter the workshop title and retain Form mode and its two-page flow. Check the questions and save. The facilitator uses their own Etkiva account; ChatGPT membership is not required.

2

Open participation

Start the saved event. Share the current code, participation link or QR code generated by Etkiva. Participants respond in their phone's browser without creating an account.

READY TEMPLATE + WEB GUIDE

[Open the template >](#)

[Open the web resource pack >](#)

This QR opens the web guide; it is not an event participation code.



02 / ACTUAL TEMPLATE QUESTIONS

Facilitate the questions

The prompts below are taken verbatim from the active Etkiva template. Example responses are illustrative; they are not real participant data.

01 Tell us about your experience

Most useful part (required)

Suggested next topic (optional)

The first-page most-useful-part field is required; the suggested next topic is optional. Focus on the experience without requesting personal information.

Illustrative response: Most useful part: small-group practice. Suggested next topic: solving a real example together.

02 How well did the event meet your expectations?

Scale: 1-5. Not at all / Completely

On page two, explain the 1-5 scale: 1 Not at all, 5 Completely. Avoid presenting one average as the whole group's experience.

03 What should we change next time?

Ask for one concrete change for the next workshop. Assess feasibility rather than promising to implement every suggestion.

Illustrative response: Allow a little more time for the practical activity.

Flow note: in Live mode, the facilitator advances slides. In Form mode, participants move through the pages at their own pace and submit at the end.

03 / REVIEW AND FOLLOW UP

From responses to the next step

A short facilitation plan

- | | |
|-----------|---|
| 0-4 min | Prepare the form and share the link. |
| 4-9 min | Let participants complete both pages. |
| 9-15 min | Review responses as the facilitator. |
| 15-20 min | Choose one change and a follow-up plan. |

Read the report and make one decision

Review detailed form fields only in the authorized report. Consider the scale and open responses together; distinguish recurring useful elements from feasible changes. Open the report and share only what is needed. Participant responses alone do not prove learning.

What will I keep, and which single change will I make for the next workshop?

Illustrative practice: if the practical activity is useful but needs more time, shorten the explanation and allow more practice in the next session. This example is not based on real user responses.

Make participation easier

Read questions aloud and allow thinking time. Avoid requesting names or sensitive information. Keep private form details off the shared screen.

Current usage note

Registration and use are free when this guide is prepared; this may change in the future. Participants do not need an account. This guide does not promise unlimited capacity or uninterrupted service; check current product terms.

[Template >](#)

[Web guide >](#)