# Post-training survey template: 7-1-7 orientation

### Overview

Below is an editable post-training survey template for a 7-1-7 orientation workshop. Note that this survey is based on the 8-hour sample orientation agenda and slide deck.

We recommend:

* Adding the survey questions to an online survey tool (e.g., Google Forms, Microsoft Forms, etc.) and providing participants with a link and/or QR code.
* Keeping the survey short (ideally 3-5 minutes to complete, max 7).
* Providing time to complete the survey **during** the wrap-up session. We have found that this leads to higher completion rates than if the survey is sent later.
* Not requiring name/email so that participants can feel comfortable sharing critical feedback. We have not included a “Personal information” section in the template. If you choose to add it on, consider having that information be optional.

### Survey template

Thank you for joining us for the 7-1-7 Orientation Training Workshop on [ADD DATE(S)]! We hope you enjoyed the training.

We would appreciate it if you could spare 5-7 minutes to complete this post-workshop survey.  Your answers will really help us better prepare for future training workshops and aid us in making our training materials and methods more effective.

**Training objectives**

How well do you think we met the workshop objectives?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Objectives** | **Very poor** | **Poor** | **Fair** | **Good** | **Very good** |
| Understand the 7-1-7 target and Early Action Reviews for outbreak detection, notification, and early response |  |  |  |  |  |
| Explain how 7-1-7 drives performance improvement of outbreak systems |  |  |  |  |  |
| Identify opportunities and challenges for supporting awareness, adoption, and use of 7-1-7 in your work |  |  |  |  |  |

**Training sessions**

How would you rate…

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sessions** | **Very poor** | **Poor** | **Fair** | **Good** | **Very good** |
| ‘Introduction to 7-1-7’ presentation |  |  |  |  |  |
| ‘7-1-7 tabletop activity’ |  |  |  |  |  |
| ‘How 7-1-7 creates change’ presentation |  |  |  |  |  |
| ‘Core principles’ activity |  |  |  |  |  |
| ‘Using 7-1-7 for single and multiple outbreak events’ presentation |  |  |  |  |  |
| ‘7-1-7 and outbreaks in the news’ activity |  |  |  |  |  |
| Group discussion(s) |  |  |  |  |  |
| Parking lot / Q&A session(s) |  |  |  |  |  |
| Overall structure and facilitation |  |  |  |  |  |

**Training experience**

1. What was your favorite part of the training? Why?
2. What was your least favorite part of the training? Why?
3. How could the training be improved? How could the workshop be improved?  (Please provide any general feedback as well as any specific feedback on the content, materials, structure, facilitation, etc.)
4. What did you expect to learn that you did not?
5. Anything else you want to share?

Thank you for completing this survey!