**Evaluation form for Effective Project Risk Management (IITA) \_May 2017**

**About this evaluation**

The evaluation will take about 5 minutes to complete. Your responses are very important in helping to determine the effectiveness of the training.   
  
Your individual responses are anonymous and data will be reported as a group.   
  
If you have any questions about this evaluation, please contact Sylvia Oyinlola on [s.oyinlola@cgiar.org](mailto:s.oyinlola@cgiar.org)

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project/Unit:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Station/location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reasons for participation**

1. What were your main reasons for taking part in the training? Please choose as many as apply.
2. It is part of your personal development plan
3. Your job or responsibilities have changed and you are mandated to manage risks\
4. To improve your risk management skills or knowledge
5. New risk work processes have been introduced
6. It may be of some use in the future
7. You were asked to take part by your manager
8. It is a legal requirement
9. Other, please specify

**Please rate your knowledge**

1. Your understand of Project Risk Management and how it can be used to support your organization in achieving their objectives (1 = No knowledge, 5 = Very good knowledge)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | 1 |  | 2 |  | 3 |  | 4 |  | 5 |
| Before the training: |  |  |  |  |  |  |  |  |  |  |
| After the training: |  |  |  |  |  |  |  |  |  |  |

1. Your understanding on how to use IS031000 risk management principles, processes and framework (1 = No knowledge, 5 = Very good knowledge)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | 1 |  | 2 |  | 3 |  | 4 |  | 5 |
| Before the training: |  |  |  |  |  |  |  |  |  |  |
| After the training: |  |  |  |  |  |  |  |  |  |  |

1. Your awareness of IITA’s risks management policies and procedures (1 = No knowledge, 5 = Very good knowledge)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | 1 |  | 2 |  | 3 |  | 4 |  | 5 |
| Before the training: |  |  |  |  |  |  |  |  |  |  |
| After the training: |  |  |  |  |  |  |  |  |  |  |

1. Your knowledge of the types of risks exposure typically faced by your organization, project (1 = No knowledge, 5 = Very good knowledge)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | 1 |  | 2 |  | 3 |  | 4 |  | 5 |
| Before the training: |  |  |  |  |  |  |  |  |  |  |
| After the training: |  |  |  |  |  |  |  |  |  |  |

1. Your understanding of the difference between opportunity and downside risk (1 = No knowledge, 5 = Very good knowledge)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | 1 |  | 2 |  | 3 |  | 4 |  | 5 |
| Before the training: |  |  |  |  |  |  |  |  |  |  |
| After the training: |  |  |  |  |  |  |  |  |  |  |

1. Your understanding of the practical skills needed to assess risks effectively and how to select appropriate risk treatment techniques (1 = No knowledge, 5 = Very good knowledge)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | 1 |  | 2 |  | 3 |  | 4 |  | 5 |
| Before the training: |  |  |  |  |  |  |  |  |  |  |
| After the training: |  |  |  |  |  |  |  |  |  |  |

1. How relevant were the following units for your job role? (1 = Not relevant, 5 = Very relevant)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | 1 |  | 2 |  | 3 |  | 4 |  | 5 |
| Introduction to risk management (risk management principles, process, attributes and disciplines) |  |  |  |  |  |  |  |  |  |  |
| The risk management framework & context (establishing the context, risk identification theory, risk identification tools, risk description) |  |  |  |  |  |  |  |  |  |  |
| The risk management process, part b: (risk analysis & evaluation, Qualitative analysis & evaluation, quantitative analysis & evaluation, risk appetite) |  |  |  |  |  |  |  |  |  |  |
| The risk monitoring and reporting |  |  |  |  |  |  |  |  |  |  |

**Application of learning**

1. How confident do you feel about applying the knowledge acquired in your PROJECT? (1 = Not confident, 5 = Very confident)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | 1 |  | 2 |  | 3 |  | 4 |  | 5 |
| Rating: |  |  |  |  |  |  |  |  |  |  |

**Training content**

1. How did you find the content of the training, e.g. amount and difficulty? (1 = Very poor, 5 = Very good)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | 1 |  | 2 |  | 3 |  | 4 |  | 5 |
| Rating: |  |  |  |  |  |  |  |  |  |  |

**Training and facilitation methods**

1. How useful did you find the following in helping you to learn? (1 = Not useful, 5 = Very useful)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | 1 |  | 2 |  | 3 |  | 4 |  | 5 |
| Teaching |  |  |  |  |  |  |  |  |  |  |
| PowerPoints |  |  |  |  |  |  |  |  |  |  |
| Handouts |  |  |  |  |  |  |  |  |  |  |
| Group discussions |  |  |  |  |  |  |  |  |  |  |
| Practical exercises |  |  |  |  |  |  |  |  |  |  |
| Training room facilities |  |  |  |  |  |  |  |  |  |  |

1. Please rate your trainer in the following areas (1 = Very poor, 5 = Very good)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | 1 |  | 2 |  | 3 |  | 4 |  | 5 |
| Knowledge of the subject/activity |  |  |  |  |  |  |  |  |  |  |
| Creating interest in the subject/activity |  |  |  |  |  |  |  |  |  |  |
| Relating the training to your job role |  |  |  |  |  |  |  |  |  |  |
| Understanding your needs |  |  |  |  |  |  |  |  |  |  |
| Responding to questions |  |  |  |  |  |  |  |  |  |  |

**Final comments**

1. Would you recommend this training to your work colleagues?

|  |  |
| --- | --- |
|  | Yes |
|  | No |
|  | Not sure |

1. What is your plan for incorporating risk management in your project or unit‘s processes?

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Thank you for taking the time to complete this evaluation