

GovStrat Limited

Course Evaluation Form – Analysis

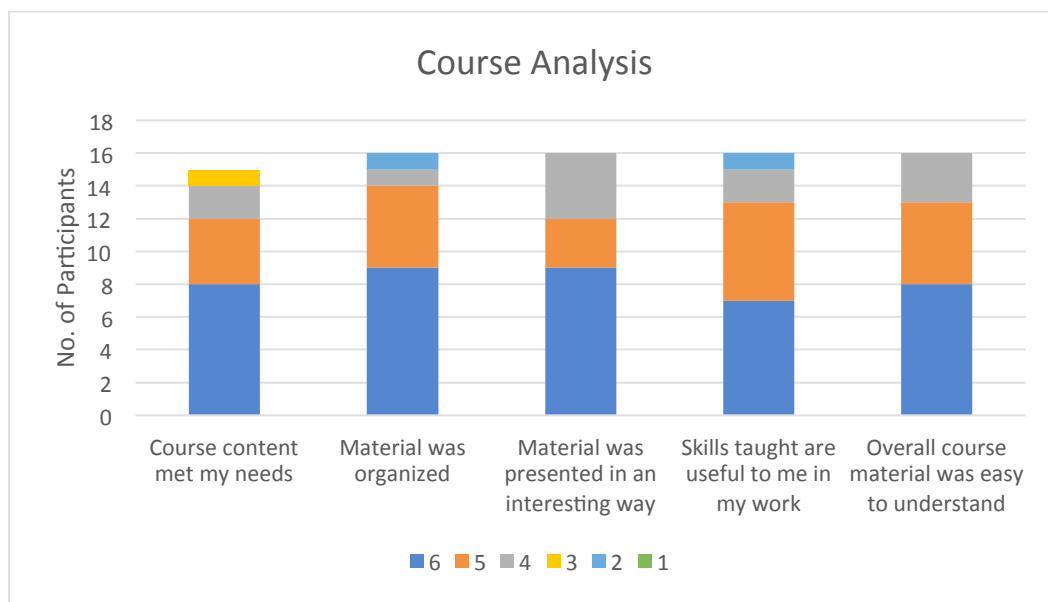
Name of Workshops:

Taking and Writing Effective Minutes and Learning and Development for Corporate Secretaries and their Teams

November 2016, Jamaica

Name of Facilitator: Jennifer Simpson-James

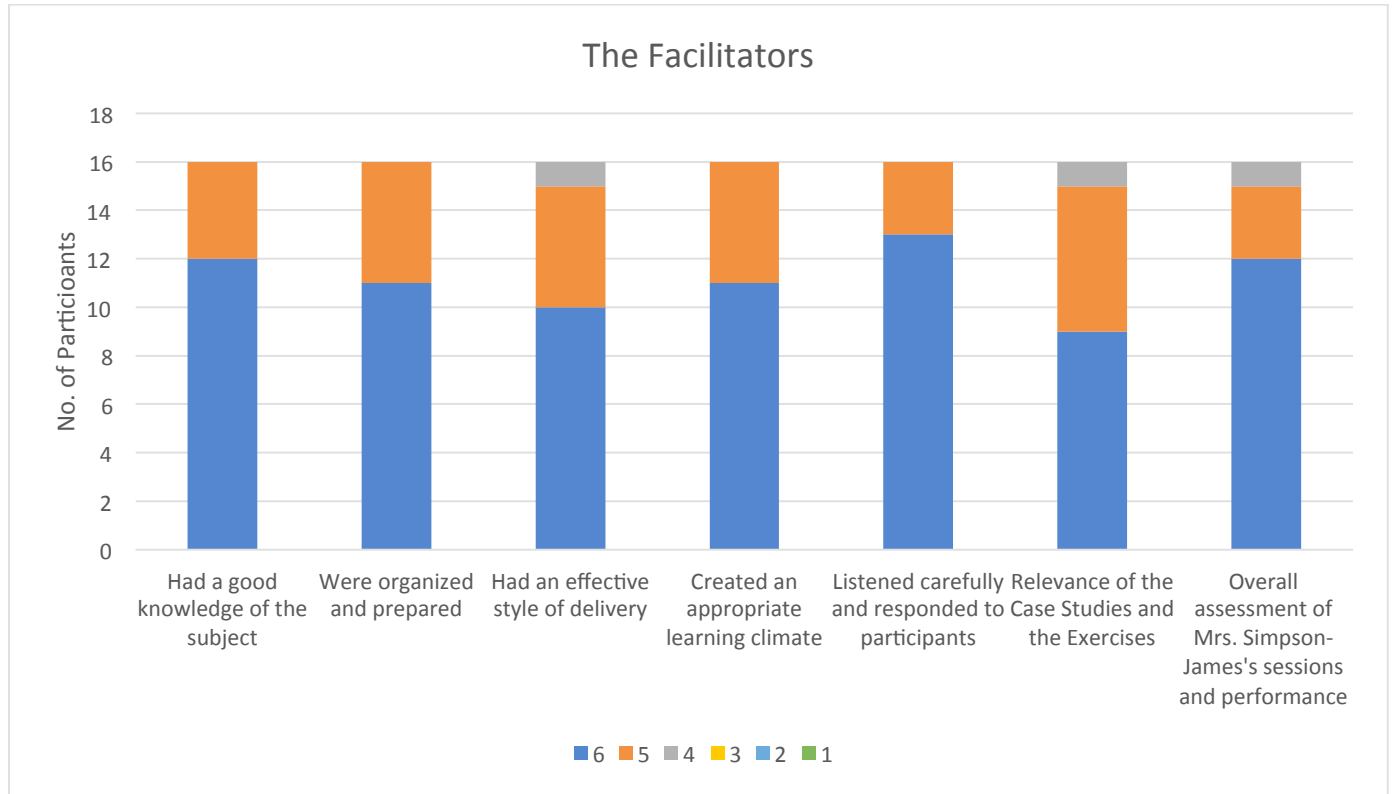
Section 1: Course



The above bar graph represents the responses from 16 participants on questions concerning the **Learning and Development for Corporate Secretaries and their Teams** course.

- Most responses reported a high rating in each category.
- A performance level of 6 was given the most, followed by 5 and then 4.
- One 3 was given for the rating of whether the course content met the needs of a participants
- A rating if 2 was given twice, once for the organization of the material and another for the usefulness of the skills taught
- The overall results indicate that the majority of participants had a high level of satisfaction in each category of this section.

Section 2: The Facilitators

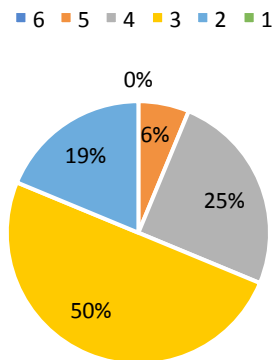


The above bar graph represents the responses from 16 participants on questions concerning the Facilitator of the **Learning and Development for Corporate Secretaries and their Teams** Workshop.

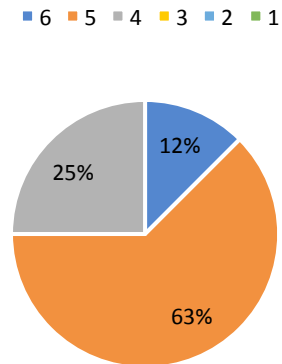
- Most responses reported a high rating in each category.
- A performance level of 6 was given the most, followed by 5 and then 4.
- No rating of 3 or below was received.
- These results indicate that overall, each participant had a high level of satisfaction in each category of this section.

Section 3: Knowledge

Knowledge Before the Workshop



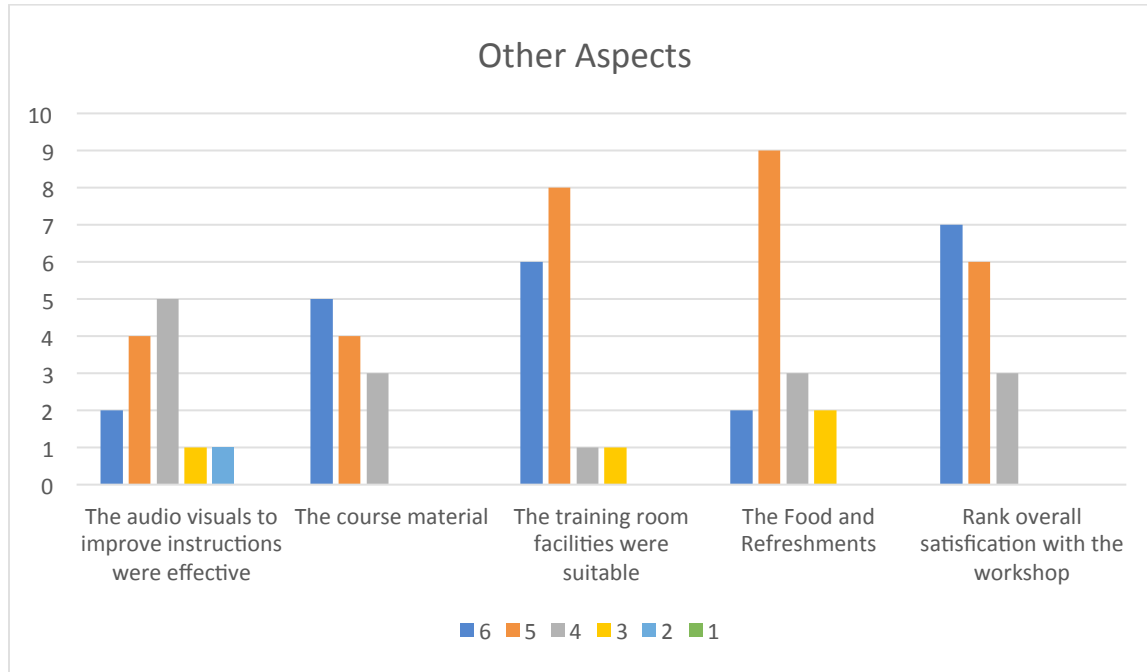
Knowledge After the Workshop



The above pie charts represent the responses from 16 participants on questions concerning the level of knowledge of each person before and after attending the workshop.

- Half of the participants reported a rate of knowledge of 3 before the workshop, while the rest of the participants reported a mixed level of results between the ratings of 5, 4 and 2.
- The majority response for rate of knowledge after the workshop was a level of 5, with the second highest response being a level of 4.
- This indicated that most persons saw an increase in their knowledge after completing the course.

Section 4: Other Aspects



What suggestions do you have for future workshops of this nature?

- Six out of the 16 participants gave suggestions for future workshops. The majority suggestion is that reading material/documents be made available before the workshop. Other suggestions included, more practice writing effective minutes, preparing a listing of relevant legislation for specific jurisdictions and inviting a practicing corporate secretary in Barbados to join the workshop for about 45 minutes and take questions about her role.

Section 5: Open Ended Questions

1. Would you recommend this course to your organization for other executives?
 - 100% of participants answered yes to the above question.

2. Will you be definitely recommending it to someone you think would benefit?
 - Of the 16 participants, 13 answered 'Yes' to the above question, while two participants left the question unanswered and one participant answered 'No'.

3. To whom will you be recommending this Workshop?
 - The majority response for this question was Board Directors and work colleagues.
 - Other responses included, Corporate Secretary, Executive Assistant in Corporate Secretariat, CEO, Personal Assistant and Chartered Secretary.