



LEADERSHIP DEVELOPMENT PROGRAMME EVALUATION FORM

A Leadership Development Programme (LDP) Evaluation Form is a tool used to gather feedback on the effectiveness of a leadership training programme. It helps assess if the programme achieved its goals and identify areas for improvement.

The form typically includes a series of questions and rating scales designed to gather feedback from participants of the leadership development programme.

Questions might cover various aspects of the programme such as content, delivery methods, facilitators, and overall impact on participants' leadership skills and behaviours.

Why Use it?

- The primary purpose of using this form is to evaluate the success and impact of the leadership development programme.
- It helps identify strengths and weaknesses in the programme's design and delivery, allowing for continuous improvement.
- Feedback gathered through the form provides valuable insights for programme organisers and stakeholders to make informed decisions about future iterations of the programme.

When to use it?

- The form is typically administered at the conclusion of the leadership development programme or at key milestones throughout the programme's duration.
- Conducting evaluations at multiple points allows for ongoing feedback and adjustments to be made in real-time, enhancing the programme's effectiveness

How to use it

- The form can be distributed electronically or in print format to programme participants.
- Participants are asked to provide honest and constructive feedback by rating various aspects of the programme and providing written comments where necessary.
- Organisers then compile and analyse the feedback to identify trends, strengths, and areas for improvement.

Benefits

- **Measuring Effectiveness** - Helps gauge the extent to which the programme has achieved its intended goals and objectives.
- **Identifying Areas for Improvement** - Highlights specific aspects of the programme that may require adjustment or enhancement to better meet participants' needs.
- **Informing Decision-Making** - Provides data-driven insights for programme organisers and stakeholders to make informed decisions about resource allocation, curriculum development, and programme enhancements.
- **Enhancing Participant Engagement** - Demonstrates to participants that their feedback is valued, fostering a sense of ownership and engagement in the programme.
- **Demonstrating ROI** - Enables organisations to quantify the return on investment (ROI) of their leadership development initiatives by assessing their impact on participants' skills, behaviours, and performance.

Using this as a Template

This is a general guide. You can adapt this template to fit your specific LDP and evaluation goals. Consider including:

- A mix of question formats (multiple choice, Likert scale, open-ended)
- Space for participants to share specific examples of learning application.
- Pre- and post-programme assessments to measure skill development.

EVALUATION QUESTIONS

Participant Name:

Position/Title:

Department/Division:

Date of Completion:

Instructions: Please take a few minutes to provide feedback on the leadership development programme you have completed. Your input is valuable for assessing the effectiveness of the programme and making improvements for future cohorts. Please rate each statement based on your experience, using the following scale:

PROGRAMME CONTENT:

The programme objectives were clearly communicated.

- 1 Strongly Disagree
- 2 Disagree
- 3 Neutral
- 4 Agree
- 5 Strongly Agree

The content was relevant to my role and responsibilities.

- 1 Strongly Disagree
- 2 Disagree
- 3 Neutral
- 4 Agree
- 5 Strongly Agree

The programme materials/resources provided were helpful.

- 1 Strongly Disagree
- 2 Disagree
- 3 Neutral
- 4 Agree
- 5 Strongly Agree

The programme effectively covered a variety of leadership topics.

- 1 Strongly Disagree
- 2 Disagree
- 3 Neutral
- 4 Agree
- 5 Strongly Agree

PROGRAMME DELIVERY:

The programme schedule was manageable and well-paced.

- 1 Strongly Disagree
- 2 Disagree
- 3 Neutral
- 4 Agree
- 5 Strongly Agree

The programme delivery methods (e.g., lectures, group discussions, case studies) were engaging and effective.

- 1 Strongly Disagree
- 2 Disagree
- 3 Neutral
- 4 Agree
- 5 Strongly Agree

The programme facilitators were knowledgeable and supportive.

- 1 Strongly Disagree
- 2 Disagree
- 3 Neutral
- 4 Agree
- 5 Strongly Agree

The programme encouraged active participation and interaction among participants.

- 1 Strongly Disagree
- 2 Disagree
- 3 Neutral
- 4 Agree
- 5 Strongly Agree

OVERALL IMPACT:

I have gained valuable insights and skills from this programme.

- 1 Strongly Disagree
- 2 Disagree
- 3 Neutral
- 4 Agree
- 5 Strongly Agree

I feel more confident in my leadership abilities after completing this programme.

- 1 Strongly Disagree
- 2 Disagree
- 3 Neutral
- 4 Agree
- 5 Strongly Agree

I believe this programme has positively impacted my professional development.

- 1 Strongly Disagree
- 2 Disagree
- 3 Neutral
- 4 Agree
- 5 Strongly Agree

Additional Feedback: Please provide any additional comments or suggestions for improving the leadership development programme:

OVERALL PROGRAMME RATING:

On a scale of 1 to 5, how would you rate the overall effectiveness of the leadership development programme?

- 1 Strongly Disagree
- 2 Disagree
- 3 Neutral
- 4 Agree
- 5 Strongly Agree

Thank you for your participation! Your feedback is invaluable for improving our programmes.