

INCOL Continuing Education Program Workshop Evaluation

Program: Meetings That Work: How to Run Effective Meetings Every Time!

Presenter: Guila Muir

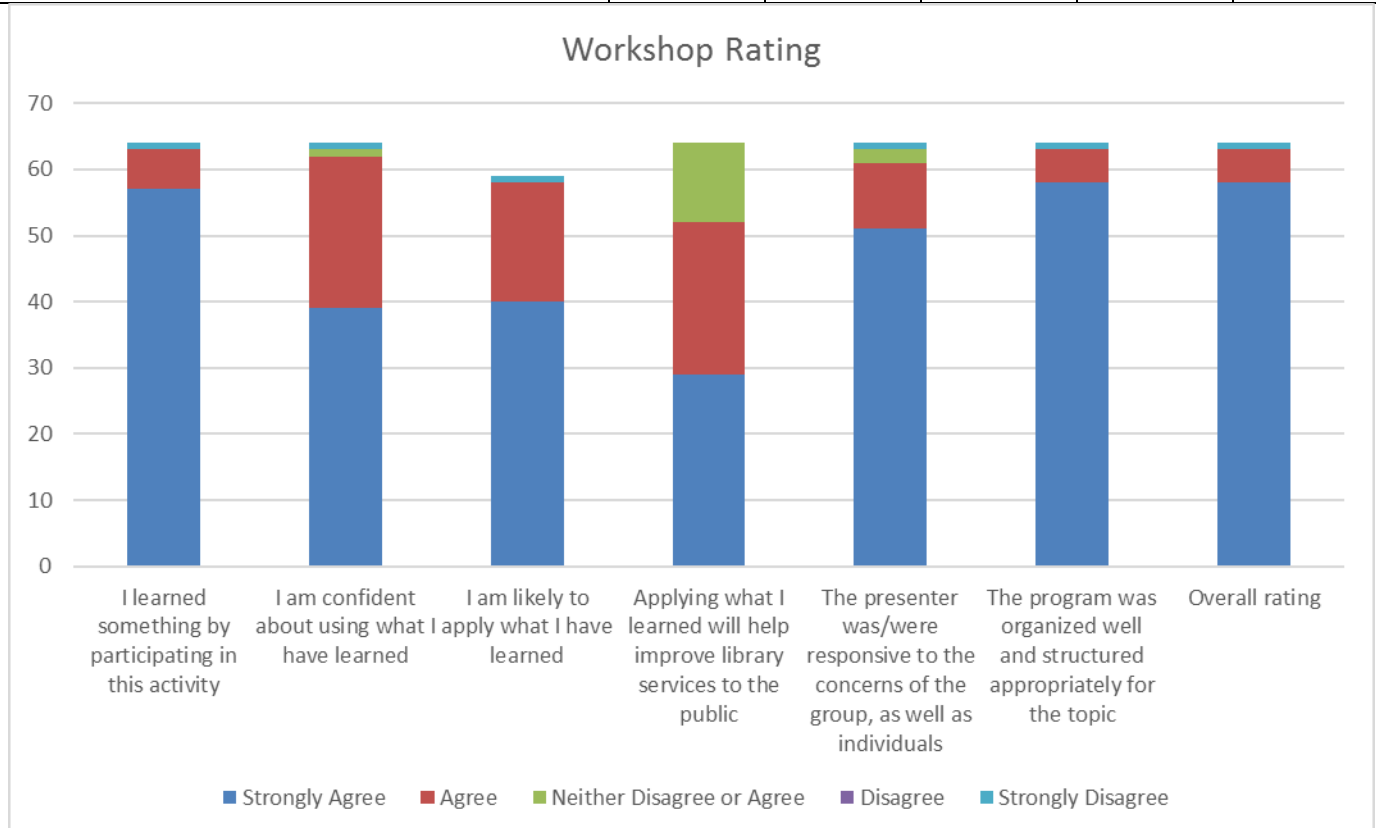
Date: April 26, 2018

Location: Moran Prairie Library, Spokane

Session: 67 attending **Survey Responses 64/67 = 95.5%** AM session(26 of 27) PM session(38 of 40)

Rating System

QUESTIONS	Strongly Agree	Agree	Neither Disagree or Agree	Disagree	Strongly Disagree
1. I learned something by participating in this library activity.	57	6			1
2. I am confident about using what I have learned.	39	23	1		1
3. I am likely to apply what I have learned.	40	18			1
4. Applying what I learned will help improve library services to the public.	29	23	12		
5. The presenter(s) was/were responsive to the concerns of the group, as well as individuals.	51	10	2		1
6. The program was organized well and structured appropriately for the topic.	58	5			1
7. Overall rating of workshop.	58	5			1



Time allowed was: (circle your answer)

Too little **6**
Too much **0**
Just right **55**
No response **3**

How did you hear about the workshop?

Email (unspecified source) – **22**
Supervisor/Manager – **6**
INCOL Email/Flier – **6**
INCOL Rep – **5**
Staff Website/Intranet – **5**
Co-worker – **5**
Work (unspecified) - **4**
ListServ – **3**
On INCOL CE Committee – **2**

What were the strong points of the program?

Active participation - **16**
Presenter knowledgeable, responsive, awesome, etc. – **13**
Time to practice – **8**
Content and handouts useful – **7**
Valuable skills – **7**
Helpful Tips and Tools - **6**
Presenter and workshop organized – **4**
Outcome based agendas - **3**
Presenter creates energy – **2**
Defining Big F/Little F roles - **2**
The Kite – **1**

Here are comments:

“Defining the roles of the Big F, little f and content expert”; “good tools & ways to do @ “home”; “Great speaker, so enthusiastic and helpful”; great energy, good pace”; “especially good to have a refresher handout at the end of the booklet”; “lots of content”; “ample examples, useful workshop”; “great interactive tasks. I was nervous about 7 minute facilitation, but it was well planned and went smoothly.”; “Dynamic”; “engaging”; “practical tips to apply to meetings”; “well presented, understandable, “doing” what was taught”; “activities were great and I am a reluctant participant”; “practical application with instruction”; “practicing the skills learned”; “Guila is very responsive to groups & gives specific advice.”; “Excellent concrete steps that will make a difference in how I run meetings.”; “Easy to use for all types of staff”; “keeps things on track”; “The way Guila balanced telling us info, walking us through processing it, and then having us practice it.”; “Engagement of participants in learning new skills.”; “The outcome based agenda really made it clear that meetings have a purpose”. “No clear objectives, don’t have a meeting.”; “Appreciated how presenter helped participants make commitment to use what we learned.”; “Energetic, strong and tangible take-a-ways. Facilitator and event organizers did an outstanding job!”

What were the weaknesses of the program?

Not enough time – **6**
Felt Rushed – **2**
Too many people (AM) – **2** (noise factor)
Facility issues – **2** (too hot, too cold)
Would have liked tips for verbal/non-verbal communication skills – **1**

Here are some of the comments: “I appreciate the ½ day format, but can see how more time would provide even more skills/opportunity!”; “Workshop felt rushed – not sure if novelty or actual time constraints”; “I don’t think closing/closure of a meeting was discussed.”; “Challenging to try to have team facilitation/that give and take to facilitate hard to develop/find rhythm in such a short amount of time.”; “sometimes some of the speakers approaches or methods seemed a little woo-woo sometimes.”; “large group makes it hard to hear, but good energy in the room”; “Some questions were touched on, but not fully addressed.”

Other comments you want to share with the presenter(s) or C.E. Committee?

- Wow, this was awesome! I stayed engaged and look forward to practicing new skills.
- Thanks, was great!
- Guila was really informative & entertaining, and really great group dynamics.
- Thank you for your time, space and expertise! Such an informative enjoyable time!
- Excellent session – great topic & presenter!!
- Thank you! (3)
- It was good!
- I found ringing the meditation chime loudly was grating on my nerves (which is the opposite purpose of the tool).
- I liked that the workshop was immediately useful.
- Really engaging speaker
- This was a very useful training. This productivity training will actually help improve productivity.
- Love Guila! Please bring her back with other topics!
- Excellent program, very useful!
- I liked the hands on approach to this. Being able to test skills learned, really helped me.
- Effective and valuable workshop
- Great topic that applies to all libraries!
- Would like 1-page flier to share with little “f” to better understand their role at meetings.
- Guila’s knowledge and sense of humor made this time spent very valuable.
- Thank you for the pre-printed name tags. Could you add library names, too, please?
- If you would please consider notifying participants to be scent-free that would be so helpful. These are small enclosed spaces and one person with a strong perfume/fragranced lotion today made it impossible for me to fully participate or even be in the room, as it made me quite sick. Thank you for considering this step toward greater inclusion.
- As always, INCOL workshops are fun and informative. I have always enjoyed attending.

FUTURE TOPIC/SPEAKER SUGGESTIONS

Customer service (16)

- combatting burn-out (8), dealing with difficult patrons (3), difficult situations (2), safety and security (2), meeting patron needs (1)

Leadership and supervision (14)

- 8 answers indicated interest in broad topic
- team leading and building (3), project management (1), performance management (1), training (1)

Marketing and advocacy (12)

- 3 answers indicated interest in broad topic
- marketing through social networks (4), advocate for funding (3), more than social media (1), website ideas (1)

Programming (10)

- community partnerships(7), information literacy instruction (2), getting the word out (1)

Reference (10)

- readers advisory (5), reference interviews (2), medical/legal resources (2), technical/vocational resources (1)

Library science (8)

- keeping up-to-date (4), career options (2), (changes in the field (1), intellectual freedom/censorship (1)

Youth services (7)

- storytimes (5), STEM programs (2)

Technology tools (5)

- makerspaces (3), mobile library services (2)

Collection services (5)

- patron-driven acquisition (3), interlibrary loan (2)

Technical services (4)

- interest in broad topic (1), RDA, labeling and packaging challenges (1), assigning genres and subjects, promoting books through cataloging (1), book mending (1)

Other topics or speaker(s) that you suggest:

- Wellness in the Workplace
- Outreach to unique and hard to reach populations (senior living facilities)
- Lack of Large Print Non-Fiction & Christian Fiction
- Human trafficking – How libraries can help