

Program Development and Evaluation



Program Development and Evaluation
University of Wisconsin-Extension
432 North Lake Street
Madison, WI 53706
www.uwex.edu/ces/pdande.html

Guidelines for Facilitators of Satellite Videoconferences

Transcript* of the video/audio clips

After the Videoconference

18. Thank participants for their attendance and give them time to complete the participant evaluation form. Collect the evaluations as they leave and submit them, along with a final participant registration list, to the host organization.

Joan Cybela, Distance Education/Instructional Design Specialist, University of Wisconsin-Extension:

It is equally important to attend to follow-up details after the learning experience is over. Make sure that evaluations are completed and submitted, monies and bills attended to and summaries that document what went well, what didn't and what to do different next time. Most important of all, send thank-yous to all whom supported the program. It is vital to program success.

FOLLOW-UP DETAILS
Handling evaluations/Feedback
Reconciling monies/Bills
Summarizing the good and the not-so-good
Thank yous

*Transcript edited for continuity and clarity.

For additional information, contact: Program Development and Evaluation, University of Wisconsin-Extension, 432 North Lake Street, Madison, WI 53706
Telephone: (608) 262-9940
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