

Post Workshop

Ideal Timeline, Reminders, and Suggestions



Workshop Date

2 Days Out

- Request online participant survey responses from michelle@kaee.org.
- Ensure participants have completed online evaluation (<https://forms.gle/3JkmXsbQdeFUWhYa9>)
- Follow up with any participants who have not responded to evaluation

3 Days Out

- Scan in print evaluation forms if applicable
- Prepare participant certification forms
(https://drive.google.com/drive/folders/1sl1AdmyQkR8k0k4qgpPREqkdCFwdl6?usp=share_link)
Make a copy of the certificate templates to edit names of participants & facilitators.
- Send participant certification forms and thank you email

Within 1 Week

- Review Reporting Requirements (<https://sites.google.com/kaee.org/facilitators/reporting>)
- Review participant surveys to assess workshop
- Complete Facilitator Reporting form (<https://forms.gle/kHyNWoMqeSEuWiQT6>)

2 Weeks Out

- Prepare participant survey and information forms (scan in)
- Submit final reporting requirements to KAE (michelle@kaee.org or katherine@kaee.org)