# Conducting a Mid-Session Evaluation

**Never assume that everything is going well. Verify your assumptions by conducting a mid-session evaluation. Three possible ways to do this:**

## REALITY CHECK

Ask the group to respond (orally, in writing, by placing dots on a chart…) to simple questions:

- Has the session been helpful to you so far?
- Is the session moving too slowly?
- Is the trainer moving too quickly?
- Is anything unclear?

## FLIP CHART FEEDBACK

Capture feedback by using a series of charts or pages from a chart. Provide participants with Post-It Notes and ask them to respond during a five minute window prior to a scheduled break by completing sentences such as:

- I wish you would stop…
- I hope you continue…
- I don't understand…
- During the second half of this session, please…

## OBSERVATION

Be attuned to the audience. Watch body language and monitor participation level. If you sense the session is missing the intended mark, quickly steer things back on course.

PROFESSIONAL
**DEVELOPMENT**

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