

Participant Feedback Report Template



What?

A way of sharing evaluation results back with participants to show them that you are listening and how you are using their feedback to inform program improvement

Why?

To demonstrate accountability and respect to participants and encourage them to continue to provide feedback on the program

Who?

The program team is normally responsible for sharing evaluation results back with participants in a way that makes the most sense to them

When?

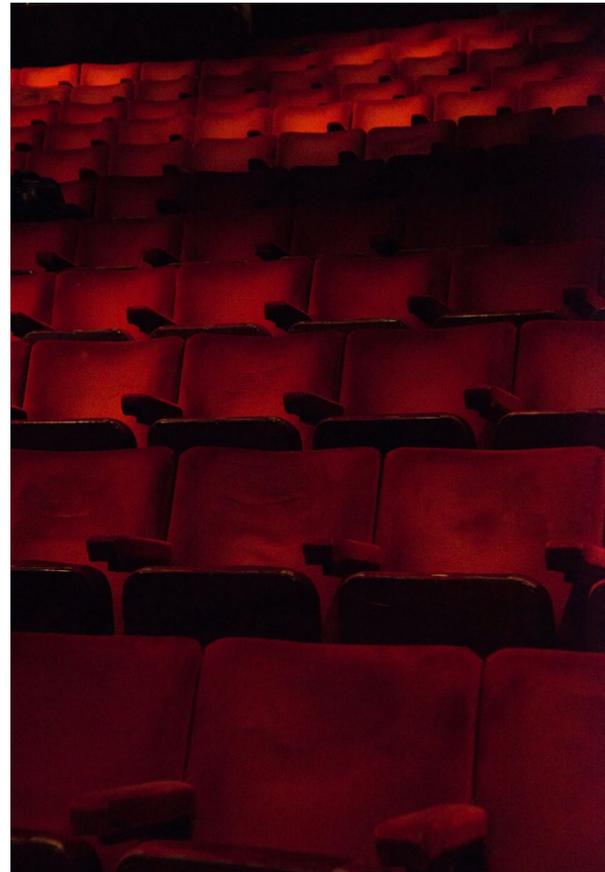
In a timely fashion after results are received and analyzed while the process is still fresh in participants' minds

Where?

The report could be shared with participants as a presentation during a regularly scheduled program session or at a special gathering or celebration or in a poster format in a prominent location in the program space where participants can read it on their own time

How?

- > Make a copy of this [Participant Feedback Report Template](#)
- > Fill in the blanks using results from your own evaluation process
- > Feel free to modify the sections, headers, language or anything else to suit your own program, voice and participant group



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