

Effective Communication - Online

Continuing Education Verification and Evaluation

Participant's Name _____ Position/Title _____

Participant's Birthday: _____ (for verification only)

Employing Facility _____ Telephone _____

Email _____ Date _____

Evaluation of Course by Participant



1= not at all 2= poor 3= average 4= good 5= excellent

How well did this course meet the educational objectives? Circle below
1 2 3 4 5

Did you gain knowledge, which will be helpful in your job? 1 2 3 4 5

Did you learn new skills, which will be helpful in your job? 1 2 3 4 5

Rate the overall presentation of this in-service. 1 2 3 4 5

Rate the adequacy of the facilities for the presentation. 1 2 3 4 5

Would you recommend this course to co-workers? Check one ___ Yes ___ No

How would you change or improve this course? _____

Comments _____

Future CEU courses desired _____

-Complete *Evaluation of Participant's Learning*-



Evaluation of Participant's Learning

List three reasons people listen:

1. _____
2. _____
3. _____

What role does body language play in effective communication?

List two situations for which email would be inappropriate:

1. _____
2. _____

What are the key steps in determining the “right solution”? _____

How does mindset affect expressive and receptive communication? _____

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The following statement must be signed.

By my signature below, I _____ certify that I completed the
(print your name)

Effective Communication course on _____.
(date)

Signature

Date

Return all three (3) pages with a check for \$10.00 to:

IEP, Inc.
PMB#185
1717 Vista Chino, A7
Palm Springs, CA 92262