

## Overview

# Equality & Diversity Workshop

Training Feedback Forms

15 April 2020



## Reporting Sections Selected

15th April 2020

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### Respondents & Measurements

- Report Criteria
- Measurements
- Rating System

This section describes how many people completed the questionnaire, the evaluation areas used and the number of questions asked within each area. It also covers the rating system that was used.

### Breakdown

Here you can drill down into specific questions asked throughout the questionnaire and see the quantitative scores and any comments relating to each of them.

### Feedback / Comments

This shows only those questions that required comments from the responders. They are all placed together in this area. These would have also been covered in the “Breakdown” section but have been grouped together so you can see all the qualitative feedback, comments and inputs in one place.

### Leaderboard

The leaderboard ranks the top 10 highest scoring questions from highest to lowest (Maximum of 10 questions)

## Respondents & Measurements

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### Report Criteria

This report has been generated using data returned from the following:

10

Self assessor

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### Measurements

The total number of questions/statements asked was **18**

The following are the evaluation areas used and the number of questions/statements in each:

3	4
Pre-Course	Key Takeaways
4	2
Training Content	Improvements
5	
Quality Of Trainer	

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### Rating System

Below is the ratings system that was used. Scores ranged from **0** to **10**, **10** being the highest score.

Ratings key:

0 = Not satisfied / Not at all

10 = Completely satisfied / Always

## Breakdown

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Area	Participant
Training Content	89.30%
Quality Of Trainer	91.80%

# Breakdown

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This section provides you with a breakdown of the results for each question/statement

0% = question not answer 0% = question was answered

## 1 - Pre-Course



### 1.1 - Did you receive your joining information for the course in good time?



### 1.2 - Did you complete your pre-course objectives?



### 1.3 - The objectives of the training were clearly defined?



## Breakdown

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### 2 - Key Takeaways

#### 2.1 - What are the 3 KEY takeaways that you feel you have gained from the training and what difference will they make back at work? Please write TAKEAWAY 1 below:

Participant

"Our rule in ensuring equality & diversity"

"That there is a clear difference between diversity and equality"

"How to be mindful of E&Q during recruitment"

"How to adapt what I do to ensure I am conforming to the company guidelines"

"Overview of policies and various spectrum's that's are covered"

"Realising there is more to the subject than first glance"

"Understanding the different phrases and meanings"

"The clarity of explanations"

"Overall update of knowledge"

"Learn the company guidelines to pursue and become a role model and to educate others"

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## Breakdown

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### **2.2 - What are the 3 KEY takeaways that you feel you have gained from the training and what difference will they make back at work? Please write TAKEAWAY 2 below:**

Participant

"The explanations and clarifications around what really being diverse can mean"

"Greater understanding of protected characteristics and what these mean"

"Difference between bullying and harassment"

"More confidence in my ability to recognise areas where we can improve"

"The explanation of areas - I wasn't aware of some so that will help."

"Understanding the rules and law behind equality and diversity"

"Understanding difference of perception direct harassment"

"Learning the legal techniques"

"E&D laws and how this affects what I do in my role"

"Understanding policy and law - this will help with my decision making"

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## Breakdown

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### **2.3 - What are the 3 KEY takeaways that you feel you have gained from the training and what difference will they make back at work? Please write TAKEAWAY 3 below:**

Participant

"Giving more consideration to others"

"A greater appreciation of some of the issue's HR/managers may need to deal with and the complexity of them"

"More confidence to deal with issues in the workplace"

"My better knowledge of this subject will make me a better manager and will enable me to educate others too"

"Better understanding of E&D overall"

"It identified more access that we need to be aware of/responsible for"

"Promote diversity and ethnicity warranty"

"Whole session – Better understanding of requirements"

"Being more aware of others"

"It's important to build awareness in our teams to help the whole company buy into the importance of quality & diversity"

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## Breakdown

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### 2.4 - What is the first thing you will implement back at work and how?

Participant

"Being aware of how I treat and see colleagues and my team"

"Will have greater awareness of which will help in developing communication for the workforce around these issues, but also help awareness around the content and style of what I might write"

"Be more aware of how i interact with the team"

"Review my current approach to equality and diversity and ensure this is embedded in my team"

"Promote what is and isn't acceptable"

"Be more aware of discrimination and issues that could come up in the future"

"Improve project team understanding"

"Support colleagues with relevant matters"

"Change my approach"

"Review how I communicate to diverse teams"

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## Breakdown

15th April 2020

### 3 - Training Content

Participant  89%

#### 3.1 - Was the content helpful to you? Completely is 10, Not At All Is 0

Participant  93%

#### 3.2 - Was the content relevant to your needs? Completely is 10, Not At All Is 0

Participant  90%

#### 3.3 - Was the content presented at the right pace? Completely is 10, Not At All Is 0

Participant  85%

#### 3.4 - Was the content pitched at the right level? Completely is 10, Not At All Is 0

Participant  89%

## Breakdown

15th April 2020

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### 4 - Improvements

#### 4.1 - Are there any ways you feel the content or delivery format could be improved?

Participant

"More case studies and real examples specific to the company"

"Including actual case law and principles would be beneficial e.g. religious beliefs vs sexual orientation. Signpost to recent cases around harassment."

"More role play"

"Sometimes felt like I could do with more time on each area - maybe another day?"

"Maybe some follow up training?"

"More examples"

"No, really enjoyed it"

"More legal examples of professional cases successful & unsuccessful"

"More videos?"

"More visual aids"

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## Breakdown

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### 4.2 - What other areas or skills would you like to improve in the future?

Participant

"Interviewing & recruiting"

"Employment law would be extremely beneficial"

"Mental health training"

"Recruiting and interviewing"

"Roles and responsibilities & assertiveness"

"Communication techniques"

"Recruiting for equality & diversity"

"Open to all training where relevant"

"Leadership techniques"

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## Breakdown

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### 5 - Quality Of Trainer

Participant  91%

#### 5.1 - On a scale of 1-10 (10 being highest/best) how would you rate your trainer in terms of their knowledge of the subject?

Participant  92%

#### 5.2 - On a scale of 1-10 (10 being highest/best) how would you rate your trainer in terms of their presentation skills?

Participant  95%

#### 5.3 - On a scale of 1-10 (10 being highest/best) how would you rate your trainer in terms of their helpfulness?

Participant  98%

#### 5.4 - On a scale of 1-10 (10 being highest/best) how would you rate your trainer in terms of the variety that they used to deliver the content?

Participant  82%

## Breakdown

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### 5.5 - Please give some overall feedback about your trainer...

Participant

"Really enjoyed the course, felt like the trainer really understood our challenges and was willing to help"

"Trainer was polite, engaging, friendly and full of knowledge. Involved everyone and had the ability to continue without putting people under pressure to do so. Very professional"

"Knowledgeable, made the subject interesting and kept the audience engaged throughout."

"Excellent - really enjoyed the session and the information was great!"

"Great - really got to know us and felt like are needs were taken into consideration"

"Good communicator. Engaging techniques"

"Very clear and interactive"

"Very effective"

"Great - really helpful and professional"

"Really professional and advised us on individual concerns. Excellent!"

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## Feedback / Comments

15th April 2020

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### Key Takeaways

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**1 - What are the 3 KEY takeaways that you feel you have gained from the training and what difference will they make back at work? Please write TAKEAWAY 1 below:**

**Participant**

- "Our role in ensuring equality & diversity"
  - "That there is a clear difference between diversity and equality"
  - "How to be mindful of E&Q during recruitment"
  - "How to adapt what I do to ensure I am conforming to the company guidelines"
  - "Overview of policies and various spectrum's that's are covered"
  - "Realising there is more to the subject than first glance"
  - "Understanding the different phrases and meanings"
  - "The clarity of explanations"
  - "Overall update of knowledge"
  - "Learn the company guidelines to pursue and become a role model and to educate others"
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**2 - What are the 3 KEY takeaways that you feel you have gained from the training and what difference will they make back at work? Please write TAKEAWAY 2 below:**

**Participant**

- "The explanations and clarifications around what really being diverse can mean"
  - "Greater understanding of protected characteristics and what these mean"
  - "Difference between bullying and harassment"
  - "More confidence in my ability to recognise areas where we can improve"
  - "The explanation of areas - I wasn't aware of some so that will help."
  - "Understanding the rules and law behind equality and diversity"
  - "Understanding difference of perception direct harassment"
  - "Learning the legal techniques"
  - "E&D laws and how this affects what I do in my role"
  - "Understanding policy and law - this will help with my decision making"
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## Feedback / Comments

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### 3 - What are the 3 KEY takeaways that you feel you have gained from the training and what difference will they make back at work? Please write TAKEAWAY 3 below:

#### Participant

"Giving more consideration to others"

"A greater appreciation of some of the issue's HR/managers may need to deal with and the complexity of them"

"More confidence to deal with issues in the workplace"

"My better knowledge of this subject will make me a better manager and will enable me to educate others too"

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"It's important to build awareness in our teams to help the whole company buy into the importance of quality & diversity"

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### 4 - What is the first thing you will implement back at work and how?

#### Participant

"Being aware of how I treat and see colleagues and my team"

"Will have greater awareness of which will help in developing communication for the workforce around these issues, but also help awareness around the content and style of what I might write"

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## Feedback / Comments

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### Improvements

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#### 1 - Are there any ways you feel the content or delivery format could be improved?

**Participant**

"More case studies and real examples specific to the company"

"Including actual case law and principles would be beneficial e.g. religious beliefs vs sexual orientation. Signpost to recent cases around harassment."

"More role play"

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"Maybe some follow up training?"

"More examples"

"No, really enjoyed it"

"More legal examples of professional cases successful & unsuccessful"

"More videos?"

"More visual aids"

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#### 2 - What other areas or skills would you like to improve in the future?

**Participant**

"Interviewing & recruiting"

"Employment law would be extremely beneficial"

"Mental health training"

"Recruiting and interviewing"

"Roles and responsibilities & assertiveness"

"Communication techniques"

"Recruiting for equality & diversity"

"Open to all training where relevant"

"Leadership techniques"

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## Feedback / Comments

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### Quality Of Trainer

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#### 5 - Please give some overall feedback about your trainer...

##### Participant

"Really enjoyed the course, felt like the trainer really understood our challenges and was willing to help"

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"Very effective"

"Great - really helpful and professional"

"Really professional and advised us on individual concerns. Excellent!"

# Leaderboard

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## Leaderboard

**On a scale of 1-10 (10 being highest/best) how would you rate your trainer in terms of their helpfulness?**

Avg Overall Score: 9.80

Quality Of Trainer

Participant



**On a scale of 1-10 (10 being highest/best) how would you rate your trainer in terms of their presentation skills?**

Avg Overall Score: 9.50

Quality Of Trainer

Participant



**Was the content helpful to you? Completely is 10, Not At All Is 0**

Avg Overall Score: 9.30

Training Content

Participant



**On a scale of 1-10 (10 being highest/best) how would you rate your trainer in terms of their knowledge of the subject?**

Avg Overall Score: 9.20

Quality Of Trainer

Participant



**Was the content relevant to your needs? Completely is 10, Not At All Is 0**

Avg Overall Score: 9.00

Training Content

Participant



**Was the content pitched at the right level? Completely is 10, Not At All Is 0**

Avg Overall Score: 8.90

Training Content

Participant



**Was the content presented at the right pace? Completely is 10, Not At All Is 0**

Avg Overall Score: 8.50

Training Content

Participant



**On a scale of 1-10 (10 being highest/best) how would you rate your trainer in terms of the variety that they used to deliver the content?**

Avg Overall Score: 8.20

Quality Of Trainer

Participant

