

Post-meeting survey
(to be filled by team members)

Purpose: This survey can be used by team members to systematically collect information about the quality of team facilitation in each meeting.

Instructions: This survey should be answered by each team member after a meeting that they attended during the implementation of the Healthy Workplace Participatory Program (HWPP).

It is acceptable to use alternative scales (e.g., 5-point scale: strongly disagree, disagree, neither disagree nor agree, agree, strongly agree; 3-point scale: disagree, partially agree, agree), but once the scale is defined it should be used consistently.

For each meeting, the ratings of the statements in the quality of team facilitation can be averaged to compute an overall score for the corresponding domain. The overall scores per domain can be plotted over time to analyze trends.

Meeting information

Write the meeting date (MM/DD/YYYY)

Quality of team facilitation

Statement	Strongly Disagree	Disagree	Agree	Strongly Agree	Mark if not applicable
a) Facilitator seemed prepared and knowledgeable to lead the Design Team meeting.	1	2	3	4	
b) Facilitator effectively engaged Design Team members in group activities/discussion.	1	2	3	4	
c) Facilitator effectively managed conflicts or concerns of group members.	1	2	3	4	
d) Facilitator followed up as needed with securing resources for the Design Team.	1	2	3	4	

Write additional comments about the quality of team facilitation (if applicable)