CPH-NEW
Center for the Promotion of Health
in the New England Workplace

Post-meeting survey
(to be filled by program facilitators)

Purpose: This survey can be used to evaluate the program process by systematically collecting information after each meeting in the following domains:

- Group dynamics - Participation of team members in the meeting discussion and the extent to which the communication was positive and respectful.
- Ease of program delivery - Ease to understand and implement the activities in the program protocol.
- Management support - Management responsiveness with information and feedback, and communication to advance program implementation and evaluation.
- Communication with non-team members - Design Team communication with peers, subject experts, and Steering Committee members.

Instructions: This survey should be answered by the program facilitators after each team meeting in the implementation of the Healthy Workplace Participatory Program (HWPP). Team meetings include Design Team meetings and joint meetings of the Design Team and Steering Committee.

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 domains of group dynamics, ease of program delivery, and management support 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.

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Meeting information

Write the meeting date (MM/DD/YYYY)

Please select the latest IDEAS Step on the sequence that was the focus of this meeting

	Pre-IDEAS (Start-up Session 1)
	Pre-IDEAS (Start-up Session 2)
	Pre-IDEAS (Start-up Session 3)
	IDEAS Step 1
	IDEAS Step 2
	IDEAS Step 3
	IDEAS Step 4
	IDEAS Step 5
	IDEAS Step 6
	IDEAS Step 7
	Not applicable (not a Pre-IDEAS or IDEAS Step)

Write additional comments about the meeting (if applicable)

Group Dynamics

Statement	Strongly Disagree	Disagree	Agree	Strongly Agree	Mark if not applicable
a) Most or all members contributed to the discussion.	1	2	3	4	
b) Supervisory and front-line workers participated equally.	1	2	3	4	
c) Suggestions from supervisory and front-line workers were considered equally.	1	2	3	4	
d) Interactions were positive, respectful.	1	2	3	4	
e) Team members follow through on tasks from prior meeting.	1	2	3	4	

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Write additional comments about the group dynamics (if applicable)

Ease of program delivery

Statement	Strongly Disagree	Disagree	Agree	Strongly Agree	Mark if not applicable
a) This step was easy for the Design Team to do.	1	2	3	4	
b) This step was easy for the Design Team to understand.	1	2	3	4	
c) There was enough time to complete this step/activity at the meeting.	1	2	3	4	
d) The facilitator guide needs modification/improvement.	1	2	3	4	
e) The Design Team materials need modification/improvement.	1	2	3	4	
f) The worksheets were useful for this step.	1	2	3	4	

Write additional comments about the management support (if applicable)

Management support

Statement	Strongly Disagree	Disagree	Agree	Strongly Agree	Mark if not applicable
a) Management/Steering Committee helped with info/planning for this step.	1	2	3	4	
b) Management/Steering Committee rated DT interventions.	1	2	3	4	
c) Management/Steering Committee gave constructive feedback and/or suggestions.	1	2	3	4	
d) Management/Steering Committee communicated with key stakeholders to advance the process.	1	2	3	4	
e) Management/Steering Committee communicated with the workforce to advance the process.	1	2	3	4	
f) Management/Steering Committee consulted with Design Team on implementing an intervention.	1	2	3	4	
g) Management/Steering Committee consulted with Design Team on evaluating an intervention.	1	2	3	4	

Write additional comments about the management support (if applicable)

Communication with non-team members

Statement	Yes	No	Mark if not applicable
a) Design Team reported seeking input from or sharing information with employees/co-workers outside of the meeting			
b) Design Team reported consulting with subject experts (either inside or outside the organization)			
c) Design Team reported seeking input from or sharing information with Steering Committee members			

Write additional comments about communication with non-team members (if applicable)