

HAGGAI INSTITUTE-INDIA

QUALITY ASSESSMENT FORM

Objective: *The purpose of this assessment form is to help enhance the quality of H.I. seminar(s) and build an excellent training ministry through the following measurable parameters.*

Seminar _____ Dates _____

Place _____

Rate the quality of actions by writing the appropriate number against each statement.
1 = Poor 2 = Low 3 = Moderate 4 = High 5 = Excellent

A] PRE-SEMINAR

Sl	ACTIONS	RATING
CONCEPTUALIZATION		
1.	Seminar Proposal Form (SPF) was prepared systematically at least 9 months in advance for NS/SLS and 3 months for Local Seminars.	
2.	<i>Seminar Proposal Form</i> was sent to the H.I.office at least 9 months in advance for NS/SLS and 3 months for Local Seminars. <i>H.I.</i>	
3.	Prayer mobilization was done from the day of conceptualization.	
4.	The Resident Coordinator (RC) and a Seminar Manager (SM) was appointed in consultation with the H.I. Regional Representative.	
BUDGETING		
5.	Seminar Interim Budget was prepared not later than one month of the seminar proposal.	
6.	Final budget was prepared and sent to National Office/RD within 90 days (NS/SLS) and 60 days (Local Seminar) from the seminar proposal.	
7.	Fundraising was built-up 9 months to the seminar.	
COMMUNICATION AND RECRUITMENT		
8.	Detachable quality Brochure with Registration Form was printed and distributed one month after the approval of the seminar proposal.	
9.	Participants were prayerfully identified in line with the Mission and Strategy of Haggai Institute and then recruited.	
10.	A group of people with similar interests/ backgrounds/ profession was chosen as participants.	

Sl	ACTIONS	RATING
	CURRICULUM / TIME TABLE / FACULTY LINEUP / PROFILING OF PARTICIPANTS	
11	Participants profile was prepared and circulated to the Faculty and H.I. national Office /Regional Directors/Area Managers/HI Coordinators (Hon.) before one month of the seminar.	
12	Information to registered participants was sent 1 month / 3 weeks / 2 weeks / 1 week before the seminar.	
13	Pre-seminar questionnaire was sent and responses received before one month of the seminar.	
14	Seminar Timetable was prepared according to the specification.	
15	Seminar Time Table was sent to the concerned RD/ Area Manager/ H.I.Coordinator (Hon.)/Faculty before 3 months of the seminar in case of SLS/NS and one month in case of Area Seminar.	
B] IN-SEMINAR		
	RECEPTION/REGISTRATION	
16	The participants were received and transported to the venue wherever needed.	
17	Files, papers, and other stationery were provided to the participants as per H.I. specification.	
18	Icebreaker was interesting and helpful to bring the participants closer.	
	HOSPITALITY	
19	Faculty needs were met. Faculty was received at the station/airport.	
20	Participants were given good hospitality.	

Sl	ACTIONS	RATING
PRESENTATION		
21	H.I.Vision presentation for 1 hr. 15 min. (mandatory) was appealing and challenging.	
22	The content presented by the faculty was challenging and well organized.	
23	The faculty members were focused on Evangelism.	
24	The sessions interactive, relevant, stimulating, interesting and practical.	
25	Notes/handouts/AV presentation was of H.I.Standard.	
ANCHOR PERSON/RESIDENT COORDINATOR		
26	Anchor person/Resident Coordinator took care of the spiritual and emotional needs of the participants.	
27	a. Coordinated well with the faculty/participants and organizer & could get along well with others.	
	b. Introduced the faculty before each subject	
	c. Travel expenses re-imbursed to faculty	
	d. Honorarium to faculty given	
28	Time keeping, management & organizing.	
SEMINAR MANAGER		
29	Met the expectations of all the physical arrangements in regards to catering/hall arrangements/logistics/transportation etc.	
PARTICIPATION		
30	The participants attended all the sessions in time.	
31	Participants were found to be spiritually mature and encouraging each other.	
32	Participants' discussion was focused on evangelism.	
33	Participants interacted well with faculty and fellow participants.	

Sl	ACTIONS	RATING
	FACULTY	
34	Faculty fully believes H.I. worldview & faculty had a sound personal testimony and strong spiritual foundation.	
35	Faculty interacted with the participants, both during and after sessions.	
36	They were well-versed with the subjects.	
37	Handouts were sent in advance by the faculty to the organizer.	
38	Faculty kept promises made to participants and organizers.	
	PHYSICAL ARRANGEMENTS	
39	Booking of the seminar venue was done in advance as soon as the seminar proposal was approved.	
40	The Seminar Venue was well equipped with boarding& lodging.	
41	Adequate water supply and sanitation.	
42	Photocopies were made in thick / bond papers, with the clarity of laser / ink-jet print.	
43	Quality/Digital banner was displayed in the hall and outside.	
44	Menu was in consideration with everybody and provided in time.	
45	Seminar Group Photograph was taken and the copies were distributed to the participants and the faculty members	
46	Telephone/fax/ internet facilities.	
47	Medical Assistance.	
48	Laundry.	
49	Seminar office.	
50	Sight seeing .	
	ACTIONS	
	VENUE & SEMINAR HALL	
51	Seminar room was equipped with all necessary facilities.	
52	Appropriate seating arrangement was done.	
53	Power Supply stand-by systems were provided.	
54	Musical Instruments & Song lyrics were provided	
55	Adequate temperature control in the seminar hall.	
56	Accessibility to the venue.	
57	Ambience, serenity, quietness, spacious etc.	
	EVALUATION & FEEDBACK	
58	The RC/Anchor Person/Faculty read daily Feedback Forms and commented & returned to the participants next day.	
59	Faculty Evaluation was collected in the same day of the closing session of a particular subject.	

Sl	ACTIONS	RATING
	CONVOCAATION	
60	The local H.I. alumni/donors/ spouses of the participants were invited.	
61	The Chief Guest was a person who was acquainted with H.I. ministry and delivered an appropriate message.	
62	Dedication prayer of the participants was done.	
63	Certificates were written as per given specification.	

Sl	ACTIONS	RATING
	C] POST SEMINAR	
64	Seminar report along with the registration forms of the qualified participants, faculty evaluation forms (subject-wise), group photograph and feedback forms was sent within 7 days from the end of the seminar.	
65	Seminar Accounts were settled, audited and submitted to H.I. alumni association/donors and H.I. H.O.	

Note:

1. Whichever in the form is not applicable can be skipped especially in case local seminar(s). In such cases, write “NA” instead of rating on the right side.

2. The evaluation will be done in three phases-

Phase I – Director(s)/Regional Director(s)/ Area Manager (s)/ H.I. Coordinators (Hon.) or any person deputed by H.I as an external evaluator.

Phase II -RC/Anchor Person will evaluate the seminar independently.

Phase III- Alumni Association(s) /Organizers or authorized person by the AA.

3. The assessment reports (Phase II and III) should be sent to the National Office along with the seminar report. However, the Phase I assessment report should be submitted separately by the concerned person directly to H.O.

4. An official letter with the feedback and rating of the seminar compiled at the H.O. will be sent to the alumni association(s) with comments etc.

COMMENTS BY THE ASSESSOR

Signature& date

Name(in full & capital):

Address &, email, tel no: