

SESSION AND SPEAKER EVALUATION

SESSION NAME: TEW2: Taming the E-mail Beast: Key Strategies for Managing E-mail Overload

SPEAKER: Randall Dean

TOTAL # of EVALUATION FORMS COLLECTED: 75

SESSION SEATING 15 MINUTES IN: 105

SESSION SEATING 15 MINUTES LEFT: 96

SESSION EVALUATION

| | Satisfied | Somewhat Satisfied | Dissatisfied |
|---|-----------|--------------------|--------------|
| Please rate your overall satisfaction with this session | 70 | 1 | 1 |

Please indicate your agreement with the following statements:

| | Agree | Disagree | Don't Know |
|---|-------|----------|------------|
| The session was presented at the appropriate level for me | 74 | 1 | 0 |
| The session content matched the session description | 75 | 0 | 0 |
| The session content was organized logically | 75 | 0 | 0 |
| The learning objectives were clear to me | 75 | 0 | 0 |
| The learning objectives were met | 73 | 0 | 0 |
| My knowledge improved as a result of this session | 72 | 2 | 1 |
| The information obtained was highly relevant to my job needs | 72 | 2 | 0 |
| The time provided for the session was adequate | 69 | 6 | 0 |
| The handout materials for the session enhanced the presentation | 75 | 0 | 0 |
| I will keep the handouts and use them in the future | 74 | 0 | 1 |

I chose this session: (please rank in order of importance from 1-6)

- 1.72 Because of the learning objectives
- 1.82 Because of the session description
- 2.15 Because it was relevant to my job function
- 2.90 Because it fit within my schedule
- 3.10 Because I wanted to hear this speaker
- 3.45 Because of the track in which it was included

SPEAKER EVALUATION

| | Agree | Disagree | Don't Know |
|---|-------|----------|------------|
| The speaker was knowledgeable on the subject matter | 73 | 0 | 0 |
| The speaker clearly stated the learning objectives of the session | 74 | 0 | 0 |
| The speaker was organized, prepared and delivered the topic clearly | 74 | 0 | 0 |
| The speaker provided relevant examples to explain the topic | 74 | 0 | 0 |
| The speaker should be invited back next year | 71 | 0 | 2 |

SESSION AND SPEAKER EVALUATION

ADDITIONAL COMMENTS:

- High energy speaker. (4)
- Very interesting and informative.
- Very animated and entertaining! (4)
- There were a lot of ideas that I can use.
- Excellent presentation! Great job! (8)
- Very good, great, awesome speaker! (6)
- Great session! (3)
- Meaningful topic!
- There are many more tips that this speaker can add to the presentation.
- Invite the speaker back for other sessions!
- Excellent advice! Great ideas! (3)
- Very useful, helpful presentation! (2)
- Look to bring into our organization.
- Awesome topic and engaging speaker—great timing for last session of the conference!
- Good interaction with the audience.
- Speaker definitely knows his stuff—I have gained a greater sense of time management.
- Mr. Dean is the kind of speaker we need in the afternoon, after lunch, because he keeps a room awake! (2)
- The speaker was lively and entertaining, but the information was far too basic—I didn't learn any email savings tips from him.
- The session will make me more productive.
- Great! I'm looking forward to applying the tips.
- The speaker's tips were good for a SME business, but Fortune 500 companies automate retention schedules and also enforce mailbox sizes (due to storage costs).