# Priority Management

## Workshop Evaluation (On training day)
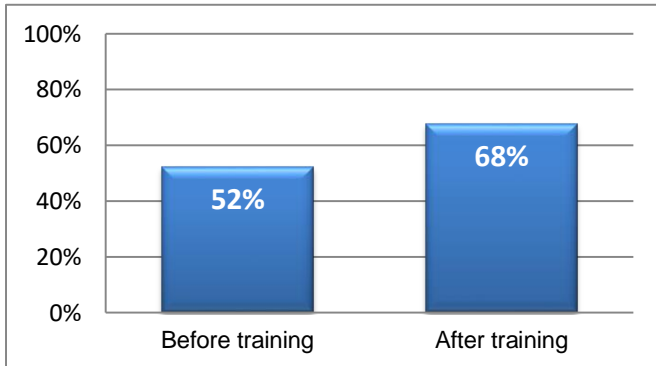
**A Better Way To Work**

**Client :**
**Workshop :** WorkingSm@rt with OneNote
**Workshop Date:** November 2020
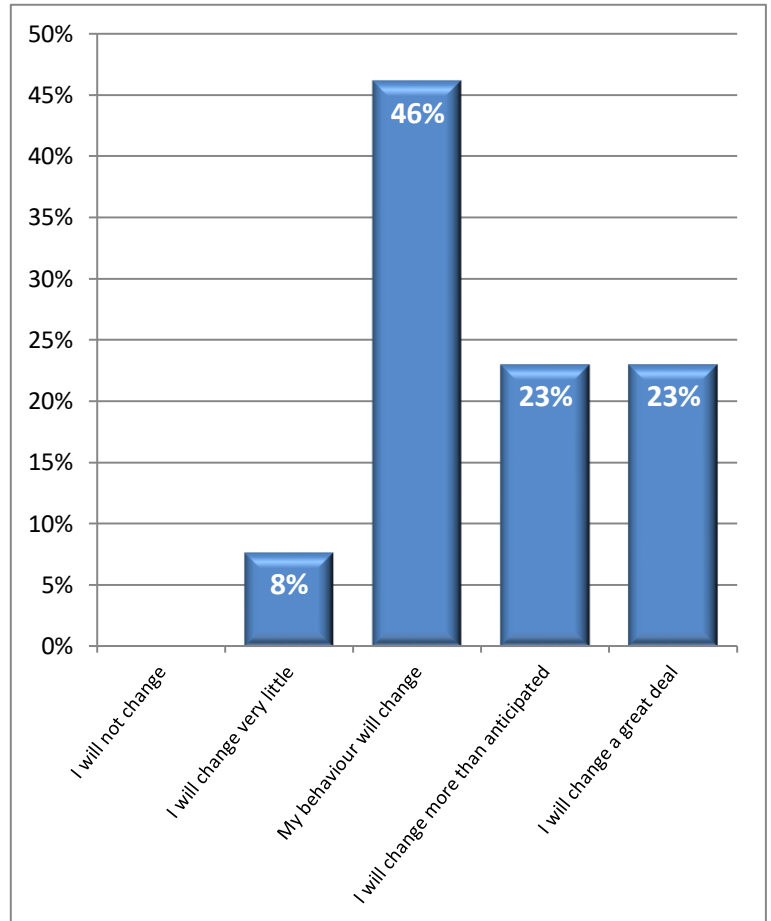**Number of Participants:** 14
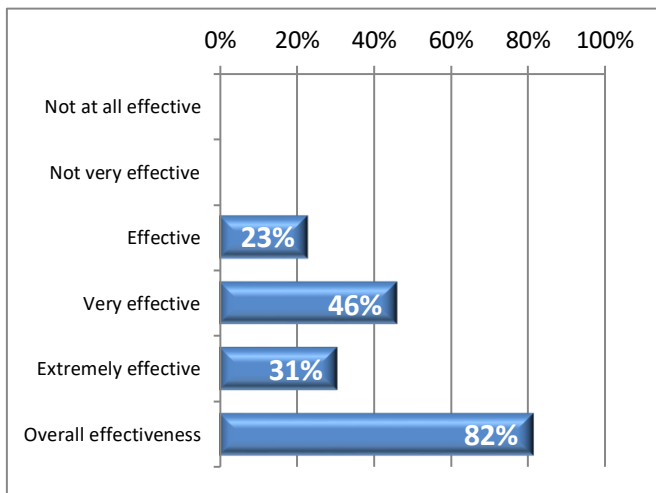**Number of Participants that have completed the evaluation form:** 13

## My skills level:



Before training: 52%
After training: 68%

## My anticipated change:



| | |
|---|---|
| I will not change | |
| I will change very little | 8% |
| My behaviour will change | 46% |
| I will change more than anticipated | 23% |
| I will change a great deal | 23% |

## Instructor: Knowledge, connection to our business



| | |
|---|---|
| Not at all effective | |
| Not very effective | |
| Effective | 23% |
| Very effective | 46% |
| Extremely effective | 31% |
| Overall effectiveness | 82% |

## Information requested by your team:

| | | | |
|---|---|---|---|
| Modern Teamworking: WorkingSm@rt + MS Teams | 2 | Designing Meetings: WorkingSm@rt in Meetings | 0 |
| Working Effectively: WorkingSm@rt + Outlook | 1 | Planning Projects: Project Planning Breakthroughs | 0 |
| Centralising Information: WorkingSm@rt + OneNote | 0 | Executing Projects: Outlook4Projects | 0 |

**How would you describe the benefits of this training to others?**
1. There are good opportunities to collaborate and share content and making use of templates.
2. This gives a vast range of tools to more effective and efficient ways of working.
3. Opens up the power of Onenote - applications/tools its provides to manage projects/work. And perhaps the need for a hardcopy notebook
4. Will help keep me organised better
5. There is so much that we could be doing better, but we will have to embrace a different way of working to how we have been doing things
6. will be able to organise others and self more efficently
7. There are definite benefits to using this however my worry is that not enough individuals in our organisation will embrace this way of working.
8. A very worthwhile use of my time.
9. I feel that it will change the way you work a lot and make your working life so much easier
10. An easier way of organising projects, notes and sharing than emails or paper notebooks.
11. Really useful and worth doing
12. useful for future working

**Tell us how WorkingSm@rt® might help reduce any workload anxiety?**
1. It will help me plan and facilitate more effectively the meetings I have responsibility for managing and managing my performance management responsibilities.
2. Streamling and centralising of information.
3. Better use if time through onenote's efficient search facility.
4. Less chance of missing out on tasks if i list them all in my project    Easier to find information if kept in OneNote and not in my own notebook
5. clear to see what other people are responsible for completing/contributing and so easier for others to see when they have not delivered/should deliver!
6. reduce time taken with duplication of efforts
7. May help track actions from internal meetings, reducing meeting frustration.
8. More effective management of tasking accountability.
9. Able to share project work with others.
10. Better organisation and making information easier to find
11. Less shuffling of papers able to organise clearly.
12. Manage work and comms more effectively
13. ease of creating procedures

**Other comments**
1. A productive course with many considerations to go away with and apply. The time flew by which is always a good measure of the the quality of a course.
2. exceptionally good- needed to know the basic to be able to move forward as knew it would be good, but struggled with different approach to word documents.
3. good ideas for work doing nad how i can identify and test other efficencies