**Evaluation of the Review Process – Team Leader Sample**

**31/07/08SAMPLE ONLY**

**Evaluation of the Review (Team Leader)**

*Please complete this evaluation sheet to help us improve the support we provide to future Peer Review teams*

|  |  |
| --- | --- |
| **Name:** | **Date:** |

**1: Your role as Review Team Leader**

Consider the process which resulted in your taking on this role

|  |
| --- |
| **What worked well?** *(Please add your comments)* |
| **What could be improved?** *(Please add your comments)* |
| **Any other relevant comments?** *(Please give details)* |

**2: Training provided to support you as a Review Team Leader**

|  |
| --- |
| **What worked well?** *(Please add your comments)* |
| **What could be improved?** *(Please add your comments)* |
| **Any other relevant comments?** *(Please give details)* |

**3: Scoping the Review and Development activity**

|  |
| --- |
| **What worked well?** *(Please add your comments)* |
| **What could be improved?** *(Please add your comments)* |
| **Any other relevant comments?** *(Please give details)* |

**4: PRD team briefing to ensure the team were fully prepared**

|  |
| --- |
| **What worked well?** *(Please add your comments)* |
| **What could be improved?** *(Please add your comments)* |
| **Any other relevant comments?** *(Please give details)* |

**5: How effectively did you lead the review and development activity?**

|  |
| --- |
| **What did you do that worked particularly well?** *(Please add your comments)* |
| **What did you do that didn’t work so well?** *(Please add your comments)* |
| **What would you do differently next time?** *(Please give details)*  **What impact do you think the review and the team’s feedback will have on the capacity to improve of the host organisation?**  **What collaborative development opportunities have arisen as an outcome of the review?** |

**6: Documentation for Peer Review and Development**

|  |
| --- |
| **How useful was the documentation used by the review team to make judgements?** *(Please add your comments)* |

**7: Sharing the outcomes of the review**

|  |
| --- |
| **How appropriate was the agenda for the feedback meeting?** |
| **What worked well in relation to the meeting?** *(Please add your comments)* |
| **What could be improved in relation to the meeting?** *(Please add your comments)* |
| **Any other relevant comments?** *(Please give details)* |