**Incorporation of Feedback**

**Summary of Participant Evaluation and Program Improvement Plan**

*If your program has been offered before, you are required to submit the past program evaluation and a summary of the evaluation with your intended actions (see below). CPD recommends use of this template if you have not developed one for your program already.*

*Try to emphasize the educational aspects (see example provided below), rather than the logistical (for example, “a more spacious venue has been selected”). However, if changes in logistical aspects lead to an improved learning experience (for example, quieter space for breakout sessions or an improved web platform with interactive features), these may be mentioned.*

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| --- | --- |
| ***Previous Participant Comments*** | ***Intended Actions*** |
| **Example:** More time needed for questions and discussion | **Example:** We have expanded the time for interactive learning. We will also be using audience response systems (i.e. Poll Everywhere and Twitter) to aim for increased participation. |
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Insert CPD Logo

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