



Exit Survey

MEETING ENGAGEMENT TOOL

Description

An exit survey allows the facilitator to gauge participant satisfaction at breaks or before the next meeting. This strategy provides opportunities for discussion by allowing anonymous feedback about the meeting process and builds participant buy-in by allowing time for comment.

Participants

All meeting participants have an opportunity to provide anonymous feedback.

Process

1. **Write two or three questions on an easel pad, with a scale.** When using this tool during a meeting, ask questions about things you are able to modify during the meeting. Alternatively, use this at the end of the meeting to inform the process for the next meeting.
2. **Ask participants to use a marker to place a check mark on the scale** as they leave the room.
3. **Discuss the results** with participants when they return, allow them to expand upon their responses, and suggest process adjustments.
4. **Do not give extra weight to outlier responses.**

Benefits

- Allows participants to give feedback on the current approach and relevance of the meeting.
- Allows the facilitator to refine his or her approach in response to participant feedback.
- Provides the facilitator with an opportunity to start a conversation that may be needed.

Considerations

- Must use questions that the facilitators can respond to, and that can be assessed using a scale.
- The strategy pushes people into a dialogue and provides an opportunity for feedback on the meeting process.

Debrief

Use this tool to check in with participants that are less engaged than expected. Engage the group in a conversation about why the questions were answered in the manner recorded. If there is a need to change the process to better meet the needs, discuss that with the group.

Materials Needed

Flip chart, chart pads, or whiteboard and markers.

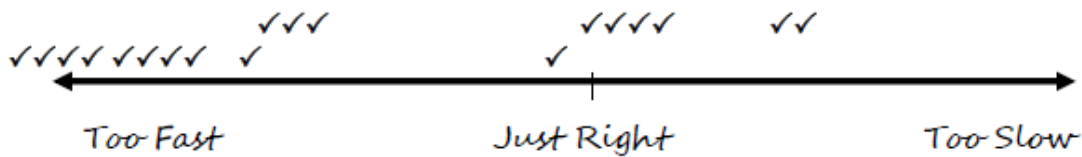
References

Evaluate your meetings at tomlaforce.com/evaluate-your-meetings.

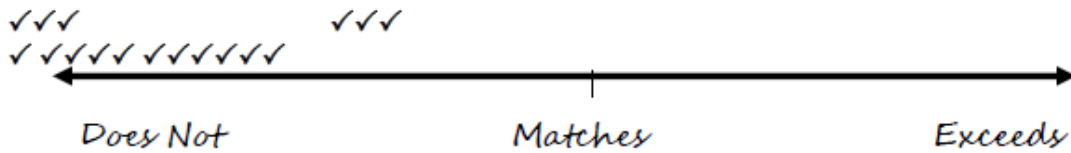
Example:

Exit Survey

How is the Pace?



How does the discussion match your expectations?



How is the meeting Style?

