

Evaluation Report: The UP-Training on “Formatting PowerPoint Presentation: Guidelines for Effective Design.”

Brief overview of the workshop

This evaluation aimed to gather participants’ feedback to assess their agreement with their training experience, as facilitated by Mr. VY Rawit. Mr. Rawit designed the questionnaire with a thorough review. A total of 18 participants attended the workshop on **November 20th, 2025**, primarily comprising academic staff, program coordinators, and department heads from various faculties and departments across the University of Puthisastra (UP); however, only 14 of them completed the evaluation form. The survey was conducted immediately after the training to ensure an accurate reflection of participants’ experiences. While the rating responses regarding the level of agreement were analyzed using SPSS, the comments and suggestions were analyzed using a thematic method. The results of this evaluation will be used to improve the next training and enhance professional development plans across the University of Puthisastra (UP).

The following table summarizes the 5-point Likert scale for this whole report.

5-point Likert scale of workshop objectives

1	2	3	4	5
Not Achieved at all	Partially Achieved	Adequately Achieved	Mostly Achieved	Completely Achieved

5-point Likert scale of overall arrangement

1	2	3	4	5
Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree

5-point Likert scale of comments and feedback

1	2	3	4	5
Very Dissatisfied	Dissatisfied	Neutral	Satisfied	Very Satisfied

Quantitative evaluation results

Participants' achievement of training objectives

Table 1: Participants' achievement of training's objectives (N = 14)

Attributes	Mean	SD
1. After the workshop, I will be able to identify the main purpose of using PowerPoint for presentations.	4.29	0.47
2. After the workshop, I will be able to apply standards for professional PowerPoint design and formatting.	4.21	0.43
3. After the workshop, I will be able to explain the key elements of an effective PowerPoint slide.	4.14	0.36
4. After the workshop, I will be able to design PowerPoint slides that support clear and engaging communication.	4.29	0.47
5. After the workshop, I will be able to evaluate a PowerPoint presentation and identify areas for improvement.	4.07	0.62
Total	4.20	0.47

Table 1 shows the participants' achievement of the workshop's objectives. The overall mean score was **4.20 (SD = 0.47)**, suggesting that participants generally perceived the training as effective in helping them achieve the intended learning outcomes.

Participants' levels of agreement with the effectiveness of the training organization and delivery

Table 2: Participants' levels of agreement with the effectiveness of the training organization and delivery (N = 14)

Attributes	Mean	SD
1. The workshop met my expectations.	4.14	0.36
2. Materials provided were helpful.	4.00	0.68
3. Length of the training was sufficient.	4.14	0.54
4. The content was well-organized.	4.36	0.50
5. Questions were encouraged.	4.21	0.70
6. The trainer and/or workshop was effective.	4.14	0.54
Total	4.17	0.55

Table 2 presents participants' levels of agreement with the effectiveness of workshop organization and delivery. The overall mean score was **4.17 (SD = 0.55)**, indicating a high level of agreement. Mean scores ranged from **4.00 to 4.36**, showing that participants were generally satisfied with all aspects of the workshop. The highest mean (**4.36**) was for "*The content was well-organized,*", while the lowest (**4.00**) was for "*Materials provided were helpful.*"

Participants' overall satisfaction with the training

Table 3: Participants' overall satisfaction with the workshop (N = 74)

Attributes	Mean	SD
1. Overall, how would you rate this workshop?	3.71	0.83
Total	3.71	0.83

Table 3: The findings show that participants rated the workshop positively. The overall mean score was **3.71 (SD = 0.83)** out of 5, indicating a generally high level of satisfaction with the training.

Qualitative evaluation results

For the next question, the participants were asked to provide suggestions for improvement and suggestions for future training topics. Those suggestions were categorized into four themes that talked about suggestions for improvement, and were categorized into seven themes for training topic suggestions. The other comments and details related to the suggestions with participants' quotes are given in **Table 4** and **Table 5**.

Suggestions for improving the training

Table 4: Suggestions for improving the training

Suggestions for improvement	Exemplary quotes
Content enhancement	• More in-depth on the topic, and give more advanced examples and tips.
Engagement and interactions	• The workshop is very good, but audience engagement can be improved; some participants might get distracted during the presentation.
Follow-up practice session	• គួរមានថ្នាក់អនុវត្តបន្ថែម (There should be a follow-up practice session next time.)
No suggestions / Overall satisfaction	• None • NA • No, I don't • I don't have any suggestions because this workshop is very good. • Honestly, this is a really good workshop; the presentation is really good and well organized. Overall, I am satisfied with the training. • I have no idea • No, everything is good • N/A was very expected of me in this workshop.

Suggestions for further training topics

Table 5: Suggestions for further training needs

Suggestions for training topics	Exemplary quotes
Digital literacy & office applications	• How to create a Google Form • Word, Excel, spreadsheet for work • How to write/create a Google Form
Internal quality assurance (IQA) and standards	• PDCA • Standard number 5
Professional communication & project management	• Writing professional messages (email, Telegram, etc.) and communicating effectively • Learn about project management, timeline, and priority setting
General workplace skills	• I don't have a topic, but I have these two types instead: ○ Can be related to all departments ○ Can help staff with their work
Teaching tools / Technology integration	• Canvas, Keys to matching the Standards • AI and design tool
Presentation skills / PowerPoint design	• បង្រៀនធ្វើ PowerPoint ផ្ទាល់ (Teach how to create PowerPoint directly) • Organize your slide; keep it short and simple
No suggestions / Not applicable	• Don't have it yet • NA • I don't have • N/A • No

This is the end of the report!