



How to Evaluate Exercise - Peer and Trainer Feedback

Training Workshop on Emergency Management and Disaster Response

How to Conduct Simulation Exercise (Sim-Ex)

10 -12 December 2025, Manila, Philippines



Presentation covers

- A peer and trainer feedback at the end of an animal-health simulation exercise (tabletop, drill, or field simulation)
 - Conduct a *Hotwash* Session
 - Small Group Discussion
 - Anonymous Feedback Forms
 - Timeline Walkback Review
 - Trainer/Evaluators Panel Reflection



1. Conduct a *Hotwash* Session

A “hotwash” is a quick, open discussion immediately after the exercise.

How to run it

- Gather all participants and trainers in one room.
- Use **three fixed questions**:
 - *What worked well?*
 - *What did not work well?*
 - *What should be improved before the next response?*
- Use **colour cards or sticky notes** so people can respond anonymously.
- Facilitator groups similar ideas into clusters.



Why it works

- Fast, simple, and captures reactions while still fresh.
- Gives both peer and trainer perspectives.



2. Small Group Discussion - Peer Feedback

Split participants into groups of (4–6).

- Instructions
- Each group discusses:
 - Collaboration
 - Communication
 - Decision-making
 - Technical performance
- Provide a **guide sheet** to keep it structured.
- One member reports 3 strengths + 3 gaps.



Why it works

- Peers feel safer giving feedback in small groups.
- Trainers/Facilitators can listen without controlling the conversation.



3. Anonymous Feedback Forms (paper or digital)

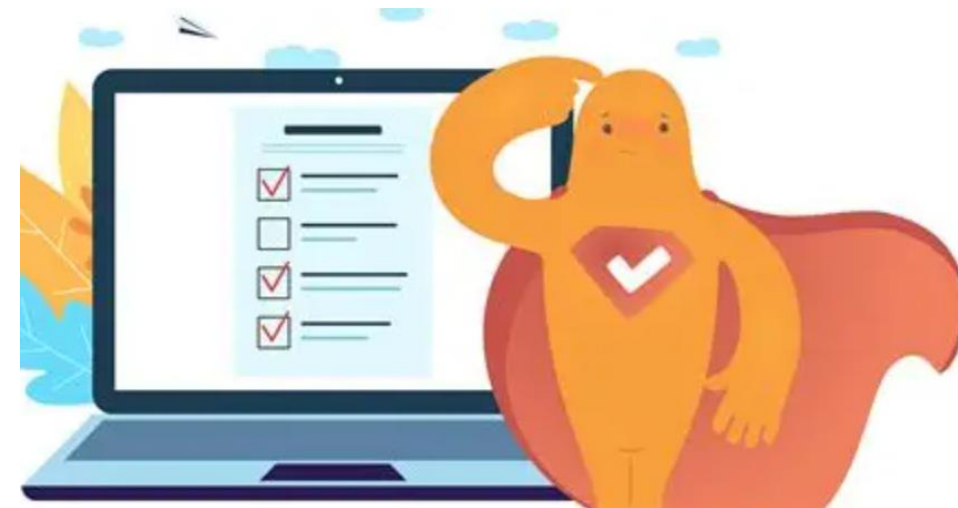
Useful when participants may hesitate to speak openly.

- **Tools** – Mentimeter, Google Forms, Microsoft Forms, Paper forms (if no internet)
- **Suggested questions**
 - *Did the objectives of the exercise match the scenario?* (1–5 scale)
 - *How effectively did your team communicate?* (1–5 scale)
 - *What was the biggest strength of your team?* (short text)
 - *What challenges did you experience?* (short text)
 - *Any recommendations for trainers?* (short text)
 - *Was the scenario realistic?* (yes/no + comments)



Why it works

- Gives honest, unfiltered feedback from both peers and trainers.



4. Timeline Walkback Review

- Participants and trainers walk through the exercise timeline.
- Each team answers
 - Where did delays occur?
 - Which decision point was most difficult?
 - What worked as planned?



This encourages **joint analysis**, not blame



5. Trainer/Evaluators Panel Reflection

- Trainers share:
 - What participants did best
 - Where procedures were not followed
 - Recommended improvements
 - Highlights of strong teamwork or leadership

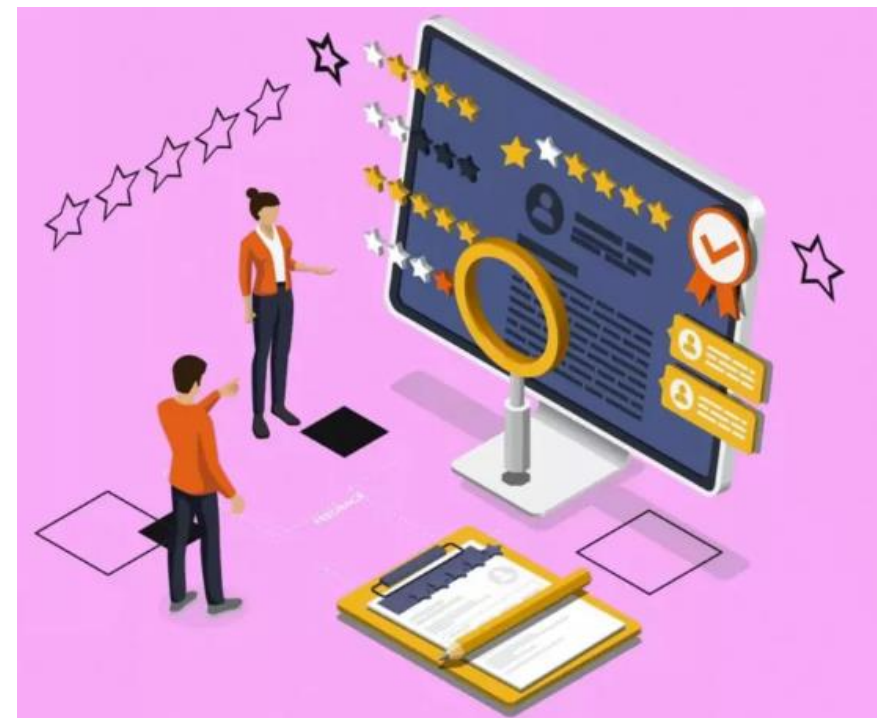


Participants can ask questions afterwards.



6. Practical tips for effective feedback

- Keep feedback **non-judgmental** (“What happened?” not “Who failed?”).
- Avoid focusing on individuals—focus on **systems and processes**.
- Give reminders to be respectful and constructive.
- Capture feedback visually (whiteboards, sticky notes, photos).



Triangulate: combine **peer**, **trainer**, and **observer** feedback



Thank you



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