Life in the Fast Lane: A Guide to Healthy Eating

OVERVIEW

Some people claim that their lives are so busy that they don’t ever have the time to exercise. Others simply state that they are too tired and can’t seem to muster the energy after working a full day. These same people are often concerned about their physical condition and tend to believe that good health is beyond their reach...out of their control. However, even if one is not able to control their schedule, they are able to control what they eat. And, healthy nutrition is a choice we can make and a commitment we can maintain in order to participate in our overall wellness.

By the end of this seminar, you will be able to:

- Outline a one-day menu plan that incorporates the Food Pyramid guidelines, using food choices that promote your personal health goals.
- Identify three factors necessary for hassle-free, nutritious food preparation at home.
- Name at least two ways to improve the healthfulness of your food choices away from home.

Agenda Topics:

- Introduction, Instructional Goal and Objectives
- Know the Facts
- Build a Strategy
- Launch the Attack
- Wrap up

Seminar Length: Approximately 1 hour
**Key Recommendations for the General Population**

Age 2 years and older, including those at increased risk of chronic disease

U.S. Department of Health and Human Services
U.S. Department of Agriculture

**Balancing Calories to Manage Weight**

- Prevent or reduce overweight and obesity through healthy eating and physical activity
- Focus on total calories to control body weight. If you are overweight, consume fewer calories from foods and beverages.
- Increase physical activity and reduce time spent being sedentary.
- Eat the right amount of calories for your life stage – childhood, adolescence, adulthood, pregnancy and breastfeeding, and older age.

**Foods and Food Components to Reduce**

- Reduce daily sodium intake to less than 2300 milligrams (mg) per day; for persons age 51 and older, African Americans, and individuals with hypertension, diabetes, or chronic kidney disease, further reduce to 1500mg per day.
- Consume less than 10 percent of calories from saturated fats by replacing them with monounsaturated and polyunsaturated fatty acids.
- Consume less than 300mg per day of dietary cholesterol.
- Avoid trans fats as much as possible by limiting foods that contain synthetic sources of trans fats, such as partially hydrogenated oils, and by limiting other solid fats.
- Reduce the intake of calories from solid fats and added sugars.
- Limit the consumption of foods that contain refined grains, especially those that also contain solid fats, added sugars, and sodium.
- If you consume alcohol, do so in moderation – up to 1 drink per day for women and two drinks per day for men – and only by adults of legal drinking age.
Food and Nutrients to Increase
Individuals should meet the following recommendations as part of healthy eating pattern while staying within their calorie needs.

- Increase fruit and vegetable intake.
- Eat a variety of vegetables, especially dark-green and red and orange vegetables and beans and peas.
- Consume at least half of all grains as whole grains. Increase whole-grain intake by replacing refined grains with whole grains.
- Increase intake of fat-free or low-fat milk and milk products, such as milk, yogurt, cheese, or fortified soy beverages.
- Choose a variety of protein foods, which include seafood, lean meat and poultry, eggs, beans and peas, soy products, and unsalted nuts and seeds.
- Increase the amount and variety of seafood consumed by choosing seafood in place of some meat and poultry.
- Replace protein foods that are higher in solid fats with choices that are lower in solid fats and calories and/or are sources of oils.
- Use oils to replace solid fats where possible.
- Choose foods that provide more potassium, dietary fiber, calcium, and vitamin D, which are nutrients of concern in American diets. These foods include vegetables, fruits, whole grains, and milk and milk products.

Recommendations for Specific Population Groups

**Women capable of becoming pregnant**
- Choose foods that supply heme iron, which is more readily absorbed by the body, additional iron sources, and enhancers of iron absorption such as vitamin C-rich foods.
- Consume 400 micrograms (mcg) per day of synthetic folic acid (from fortified foods and/or supplements) in addition to food forms of foliate from a varied diet.

**Women who are pregnant or breastfeeding**
- Consume 8 to 12 ounces of seafood per week from a variety of seafood types.
- Due to their high methyl mercury content, limit white (albacore) tuna to 6 ounces per week and do not eat the following four types of fish: tilefish, shark, swordfish, and king mackerel.
- If pregnant, take an iron supplement, as recommended by an obstetrician or other health care provider.
Individuals ages 50 years and older
- Consume foods fortified with vitamin B$_{12}$, such as fortified cereals, or dietary supplements.

Building Healthy Eating Patterns
- Select an eating pattern that meets nutrient needs over time at an appropriate calorie level.
- Account for all foods and beverages consumed and assess how they fit within a total healthy eating pattern.
- Follow food safety recommendations when preparing and eating foods to reduce the risk of food borne illnesses.

Note: The full document for The Dietary Guidelines for Americans 2010 is available http://www.cnpp.usda.gov/dietaryguidelines.htm
What’s on your plate?

Before you eat, think about what and how much food goes on your plate or in your cup or bowl. Over the day, include foods from all food groups: vegetables, fruits, whole grains, low-fat dairy products, and lean protein foods.

- Make half your plate fruits and vegetables.
- Make at least half your grains whole.
- Switch to skim or 1% milk.
- Vary your protein food choices.

ChooseMyPlate.gov
## How Nutritious is Your Diet?

In the past 24 hours, what foods and how much of each food group did you eat?

<table>
<thead>
<tr>
<th>Food Group</th>
<th>My Food Choices</th>
<th>Amount Eaten</th>
<th>Daily Intake Goal</th>
<th>Met Goal Yes / No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grains</td>
<td></td>
<td>6 Ounces</td>
<td>(1/2 cup = about 1 ounce)</td>
<td></td>
</tr>
<tr>
<td>Vegetables</td>
<td></td>
<td>2 ½ cups</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fruits</td>
<td></td>
<td>2 cups</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Milk</td>
<td></td>
<td>3 cups</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meat &amp; Beans</td>
<td></td>
<td>5 ½ ounces</td>
<td>(1/2 cup beans, 1 egg, or 1/3 cup nuts = 1 ounce meat)</td>
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</tr>
</tbody>
</table>
Know the Facts

- Your personal risk of developing a chronic disease can be influenced by your diet and exercise habits
- Diet is a significant factor in the management of many chronic diseases
- Consider your family’s medical history, your personal health, and the needs of those you provide for to help you set diet goals

Disease Prevention/Management – Opportunity for Action

My family medical history may put me at increased risk of...

Current medical conditions that I now have, which can be influenced by diet are...

(To review dietary action steps that are generally recommended for managing hypertension, heart disease, and diabetes, and for lowering cancer risk, turn to the following table.)
## Dietary Management for Medical Conditions

<table>
<thead>
<tr>
<th>Medical Condition</th>
<th>Dietary Action Steps</th>
<th>Important Nutrients</th>
</tr>
</thead>
</table>
| Hypertension           | • Weight reduction as needed.  
                          • Moderate sodium intake.  
                          • Adequate mineral intake.  
                          • Moderate alcohol intake.                                                                                                                                  | Potassium Calcium Magnesium               |
| Heart Disease          | • Weight reduction as needed.  
                          • Low-fat foods, keeping total fat to <30% of calories but at least 15 gm/day.  
                          • Saturated fat <10% of calories.  
                          • Avoid trans fatty acids.  
                          • Within fat allowance, choose primarily monounsaturated fats.  
                          • Fiber intake 20-35 gm/day by choosing whole grains, legumes, and a variety of vegetables and fruits.  
                          • Consider a low-fat, high-fiber vegetarian diet.                                                                                                           | Vitamin C Folic acid Omega-3 fatty acids Phytochemicals |
| Diabetes               | • Weight reduction as needed.  
                          • Manage carbohydrate load.  
                          • Heart-healthy diet (see above, but limit saturated fat to <7% of calories.)                                                                             | B-complex Vitamin C Magnesium Chromium    |
| Cancer Prevention      | • Low-fat foods.  
                          • Liberal vegetables and fruits.  
                          • Eat cruciferous vegetables often.  
                          • Fiber intake 20-35 gm/day.  
                          • Emphasize monounsaturated fats and minimize saturated fats.  
                          • Avoid alcohol.  
                          • Avoid salt-cured, smoked, or nitrite-preserved foods                                                                                                       | Vitamin C Phytochemicals                  |
Know the Facts

- **Sources of monounsaturated fats**
  - Avocado, canola oil, olives and olive oil, nuts, peanut butter and sesame seeds

- **Cruciferous vegetables**
  - Cabbage, broccoli, Brussels sprouts, cauliflower, greens, bok choy, turnips and rutabaga

- **Sources of omega-3 fatty acids**
  - Mackerel, salmon, tuna, herring, anchovies, trout, canola oil, walnuts, and flax seed
Build a Strategy - Organize for Speed

To prepare your kitchen for efficiency, there are several areas to consider, including the cupboards, drawers, countertops, and refrigerator. Each of these can become a “road block” to efficiency if over-cluttered or unorganized, causing wasted time during food preparation. Here are some tips to help “conquer” the kitchen.

**Cupboards**
- Keep items used most within reach
- Group similar items
- Alphabetize herbs and spices

**Drawers**
- Eliminate “junk” and items rarely used
- Use partitions as needed

**Countertops**
- Avoid clutter to keep area ready for use
- Keep only items used daily on the counter

**Refrigerator**
- Use pre-organized areas for food storage
- Rotate contents by “first in, first out”
- Group similar foods together
- Label and date leftovers
- Freeze leftovers as needed to avoid waste

Helpful tools for quick and easy food preparation:
- Microwave
- Food processor
- Wok
- Knife sharpener
- Microwaveable storage containers in various sizes
- Crock-pot or “slow cooker”
- Kitchen shears
- Non-stick skillet and baking pans
Nutrition Planning

**Make Planning a Priority**

- **Look for opportunities to do some planning**
  - Make use of *waiting* time
- **Plan 5 meals in 5 minutes**
  - Think of simple meals to make
  - Keep your meal plans flexible
  - Use list of meals as a framework for further planning

Five meals that I can quickly prepare:
1. 
2. 
3. 
4. 
5. 

An opportunity for planning time is when you are ____________________________

The best time/place for me to plan my meals is: ____________________________
**Snacks**

Don’t forget to plan some healthy snacks! Snacks are helpful for schedule flexibility, as well as for appetite control, “brain power”, and energy boosts. While there is a place in a healthy diet for sweets like cookies and ice cream, snacks should help you meet your nutritional needs. They should not always be just “extra” foods that do little more than add empty calories and fat. Here are some nutritious snack ideas to consider:

<table>
<thead>
<tr>
<th>Savory</th>
<th>Sweet</th>
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<tbody>
<tr>
<td><strong>Crunchy</strong></td>
<td></td>
</tr>
<tr>
<td>Rice cakes</td>
<td>Granola bar</td>
</tr>
<tr>
<td>Low-fat popcorn</td>
<td>Crisp apple</td>
</tr>
<tr>
<td>Whole grain crackers</td>
<td>Gingersnaps</td>
</tr>
<tr>
<td>Raw vegetables + low-fat dip</td>
<td>Graham crackers</td>
</tr>
<tr>
<td>Baked tortilla chips + salsa</td>
<td>Toasted cinnamon-raisin bread</td>
</tr>
<tr>
<td><strong>Smooth</strong></td>
<td></td>
</tr>
<tr>
<td>Cup of soup</td>
<td>Non-fat fruit yogurt</td>
</tr>
<tr>
<td>Cottage cheese</td>
<td>Non-fat pudding</td>
</tr>
<tr>
<td>“String” cheese (mozzarella)</td>
<td>Instant oatmeal</td>
</tr>
<tr>
<td>Vegetable juice</td>
<td>Sugar-free cocoa</td>
</tr>
<tr>
<td><strong>Mini-meals</strong></td>
<td></td>
</tr>
<tr>
<td>Half sandwich</td>
<td>Graham cracker + peanut butter</td>
</tr>
<tr>
<td>Baked potato with low-fat chili</td>
<td>English muffin + cottage cheese+ honey</td>
</tr>
<tr>
<td>Smoked turkey rolled in tortilla</td>
<td>(“Dieter’s Danish)</td>
</tr>
<tr>
<td></td>
<td>Cold cereal + milk</td>
</tr>
</tbody>
</table>
Think Ahead to Save Time

• Pre-set as much as possible
• Make early decisions about the next meal
  – Determine breakfast the night before
  – Choose your dinner meal before 3:00 PM
• Pre-prep recipe components
• Make planned leftovers

Share the Experience

• Get the family involved by encouraging choice and participation
  – Offering only a few choices to children helps set limits, while building meal planning skills
  – Assign age-appropriate tasks
• Eat together as much as possible
  – Builds relationships, improves nutrition, and provides teaching opportunities
### Age-Appropriate Nutrition Tasks

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Tasks</th>
</tr>
</thead>
</table>
| **Two to three year olds can:** | • Wipe the table  
                                  • Stir orange juice  
                                  • Pour milk from a small pitcher  
                                  • Set the table from a diagram  
                                  • Load spoons into the dishwasher |
| **Four to five year olds can:** | • Set a complete table  
                                  • Cut vegetables for salads  
                                  • Help with simple desserts  
                                  • Help load the dishwasher  
                                  • Grate cheese  
                                  • Carry own dishes to the sink  
                                  • Mix salads  
                                  • Use vegetable scraper to peel carrots  
                                  • Put away groceries |
| **Six to ten year olds can:**   | • Cook from recipes  
                                  • Clean up after cooking  
                                  • Wash dishes  
                                  • Pick fruit  
                                  • Help clean refrigerator |
| **Age eleven and older can:**  | • Work almost equally with parents in meal preparation and clean up  
                                  • Start to plan a week’s menus  
                                  • Help shop for the family’s weekly groceries |
Shop Smart

- **Shop with a list**
  - Saves both time and money
  - In your kitchen, keep a notepad handy to jot down needed items *as you run out of each one*
  - Develop a standard “master list” of commonly purchased items, organized into categories
  - Finish shopping list with any recipe specific items that are not on the master list

- **Shop the periphery**

- **Read all food labels**
  - Labeling laws have helped to standardize and clarify nutrition information
  - Look at information most important to you
  - Use as a point of comparison between similar products
### Nutritious Staples for Your Shopping List

#### Grain Group
- Whole grain bread
- Pita bread
- Corn tortillas
- Cornmeal
- English muffins
- Baked tortilla chips
- Pasta, including whole wheat
- Rice, white and brown
- Whole grain hot/cold cereals
- Bagels
- Gingersnaps or fig bars
- Whole grain, low-fat crackers
- Popcorn
- Graham crackers
- Breadsticks
- Pretzels
- Rice or popcorn cakes
- Pita chips

#### Vegetable and Fruit Groups
- All fresh vegetables
- Frozen fruit juice bars
- Dried fruit
- All fresh fruits
- Unsweetened canned fruit
- Fresh fruit
- Unsweetened canned vegetables
- Tomato paste/sauce
- Frozen plain vegetables
- Unsalted canned vegetables
- Fruit leathers
- Frozen fruit
- Unsalted canned beans
- Rice or popcorn cakes
- 100% fruit juices
- Low sodium vegetable juices

#### Milk Group
- Nonfat or 1% milk
- Nonfat or low-fat yogurt
- Lower-fat cheeses:
- Low-fat cottage cheese
- Nonfat dry milk
- String cheese
- Soy milk (calcium added)
- Pudding made with skim milk
- Low-fat ricotta
- Buttermilk
- Low-fat frozen yogurt
- Skim-milk cheeses
- “Light” ice cream
- Skim milk cheeses

#### Meat Group
- Poultry: turkey, lean ground turkey, chicken
- Fish: fresh or frozen; canned water-pack tuna (limit tuna to 12 oz. per week)
- Beef: eye of round, top round steak/roast, sirloin, top loin, tenderloin
- Pork: tenderloin, top loin roast/chop, center loin chop, sirloin roast, shoulder blade steak
- Veal: cutlet, blade or arm steak, rib roast, rib/loin chop
- Lamb: leg, loin chop, arm chop, foreshanks
- Eggs or egg substitute
- Dried beans, lentils, split peas; low-fat bean dip, unsalted canned beans
- Tofu
- Nuts and “natural” nut butters

#### Fats and Oils
- Canola, olive, or peanut oil
- Soft tub or liquid, non-hydrogenated margarine
- Butter
- Cream cheese
- Mayonnaise
- Salad dressing
Shop the Periphery

Read the Label

---

**Sample label for Macaroni & Cheese**

**Nutrition Facts**

<table>
<thead>
<tr>
<th>Serving Size</th>
<th>1 cup (228g)</th>
<th>Servings Per Container</th>
<th>2</th>
</tr>
</thead>
</table>

**Amount Per Serving**

<table>
<thead>
<tr>
<th>Calories</th>
<th>250</th>
<th>Calories from Fat</th>
<th>110</th>
</tr>
</thead>
</table>

**% Daily Value**

- **Total Fat**: 12g (18%)
- **Saturated Fat**: 5g (15%)
- **Trans Fat**: 3g (20%)
- **Cholesterol**: 30mg (10%)
- **Sodium**: 470mg (20%)
- **Total Carbohydrate**: 31g (10%)
- **Dietary Fiber**: 0g (0%)
- **Sugars**: 5g (0%)
- **Protein**: 3g (4%)

**Quick Guide to % DV**

- **5% or less is Low**
- **20% or more is High**

**1. Start Here**

**2. Check Calories**

**3. Limit these Nutrients**

**4. Get Enough of these Nutrients**

**5. Footnote**

- **Vitamin A**: 4%
- **Vitamin C**: 2%
- **Calcium**: 20%
- **Iron**: 4%

*Percent Daily Values are based on a 2,000 calorie diet.
Your Daily Values may be higher or lower depending on your calorie needs.*
Eating Out

The steps to eating healthy away from home are:

1.

2.

3.

Planning ahead for a healthy restaurant meal requires starting with a good dining location, one that offers plenty of healthy options to choose from. Plan to eat normally during the hours leading up to the dining event. Saving your strongest appetite for the meal will not help you make the healthiest of menu choices! To avoid excess calories and fat, plan to skip the alcohol and appetizers that may be offered before the meal.

Know the Menu

Suggestions for Low-Fat Menu Options

**Soups:** Consommé, gazpacho, broth-based soups

**Appetizers:** Fresh fruit cup, vegetable juice, marinated vegetables, raw vegetables with a yogurt or salsa dip, seafood cocktail

**Salads:** Garden, tossed or spinach salad, dressing on the side

**Steaks:** 4 to 8 ounces in size, grilled, broiled, or flame-cooked

**Vegetarian:** Dishes light on cheese and sauces

**Sauces:** Au jus, Provencal, fruit sauces, sauces served on the side

**Potatoes:** Baked or roasted, plain or with very small amount of butter/sour cream, red potatoes

**Vegetables:** Steamed, grilled, or roasted

**Sandwiches:** Mayonnaise on the side, toasted instead of grilled

**Breads:** Plain rolls or fresh sourdough, breadsticks

**Desserts:** Fruit ice or sorbet, fresh fruit, angel food cake with fruit, low-fat frozen yogurt, cappuccino
## Eat Well Anywhere

(Suggestions adapted from a brochure by the American Institute for Cancer Research)

<table>
<thead>
<tr>
<th>GOOD CHOICES</th>
<th>HEALTH TIPS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sandwich Shop</strong></td>
<td>For that big deli sandwich, order two extra slices of bread, remove half the filling, wrap in foil and refrigerate for the next day.</td>
</tr>
<tr>
<td>Fresh sliced veggies in a pita with low-fat dressing; Cup of minestrone soup; Turkey breast sandwich with mustard, lettuce, tomato; Fresh fruit</td>
<td></td>
</tr>
<tr>
<td><strong>Rotisserie Chicken Buffet</strong></td>
<td>Select plain rolls instead of cornbread or biscuits.</td>
</tr>
<tr>
<td>Chicken breast (remove skin); Steamed vegetables; Mashed sweet potatoes; Tossed salad; Fruit salad</td>
<td></td>
</tr>
<tr>
<td><strong>Fast Food</strong></td>
<td>Bring a piece of fresh fruit to round out your meal. Keep salads healthy with low-fat salad dressing.</td>
</tr>
<tr>
<td>Grilled chicken breast sandwich (no sauce); Single hamburger without cheese; Grilled chicken salad; Garden salad; Low-fat or nonfat yogurt; Fat-free muffin; Cereal; Low-fat milk</td>
<td></td>
</tr>
<tr>
<td><strong>Salad Bars</strong></td>
<td>Avoid oily pasta salads or marinated beans and mayonnaise-based salads.</td>
</tr>
<tr>
<td>Broth-based soups; Fresh bread or breadsticks; Fresh greens; Chopped veggies; Beans; Low-fat dressing; Fresh fruit salad</td>
<td></td>
</tr>
<tr>
<td><strong>Asian Take-Out</strong></td>
<td>Request that vegetables be steamed or stir-fried with as little oil as possible; Soy sauce is high in sodium, so use sparingly.</td>
</tr>
<tr>
<td>Wonton soup; Pho (Vietnamese noodle soup); Hot and sour soup; Steamed vegetable dumplings; Vegetable mixtures over steamed rice or noodles</td>
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</tr>
<tr>
<td><strong>Pizza Night</strong></td>
<td>Ask for your pizza with less cheese.</td>
</tr>
<tr>
<td>Choose flavorful, low-fat toppings such as peppers, onions, sliced tomatoes, spinach, pineapple, broccoli, or mushrooms</td>
<td></td>
</tr>
</tbody>
</table>
### Clarify Menu Terms

<table>
<thead>
<tr>
<th>High-Fat Menu Clues</th>
<th>Lower Fat Menu Clues</th>
</tr>
</thead>
<tbody>
<tr>
<td>Au-beurre (with butter)</td>
<td>Baked</td>
</tr>
<tr>
<td>Au gratin (with cheese and cream)</td>
<td>Broiled</td>
</tr>
<tr>
<td>Alfredo (cream, cheese, and butter)</td>
<td>Cooked in own juices</td>
</tr>
<tr>
<td>Batter-dipped</td>
<td>Dry broiled (in wine or lemon juice)</td>
</tr>
<tr>
<td>Breaded</td>
<td>Grilled</td>
</tr>
<tr>
<td>Béarnaise (egg yolks and butter)</td>
<td>Lightly sautéed</td>
</tr>
<tr>
<td>Creamy</td>
<td>Poached</td>
</tr>
<tr>
<td>Crispy</td>
<td>Roasted</td>
</tr>
<tr>
<td>Carbonnara (eggs, ham/bacon, cheese)</td>
<td>Steamed</td>
</tr>
<tr>
<td>Croquette (butter, maybe cream, eggs)</td>
<td>Stir Fried</td>
</tr>
<tr>
<td>Flaky (butter, shortening or lard)</td>
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<tr>
<td>Fritters (batter fried)</td>
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<tr>
<td>Hollandaise (egg yolks and butter)</td>
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<tr>
<td>Parmigiana (breaded and fried, cheese)</td>
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<tr>
<td>Tempura (batter fried)</td>
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</tbody>
</table>

### Eating Out – Maintain Moderation

- Eat slowly
- Allow yourself only one plate at buffets
- Pack one-half of large entrees “to go”
- Share desserts
**My Personal Action Plan**

Take a minute to consider ways that you can apply the information presented in this seminar. Remember that the goal is to be *equipped with the knowledge, strategy, and support necessary to maintain a nutritious diet in the midst of a busy lifestyle*. Complete the following sentences with what is appropriate for your particular situation.

I resolve, that for the purposes of improving

[Complete the sentences with appropriate actions]

I will work toward...

1. **...dietary balance by**
   
   [Describe actions]

2. **...organizing myself for a healthy eating by**
   
   [Describe actions]

3. **...improving food choices away from home by**
   
   [Describe actions]
Seminar Evaluation Form  CONCERN: Employee Assistance Program

Please fill out and return to presenter or HR Representative. Your feedback is very important to us. Thank you!

Seminar Title  Life in the Fast Lane: A Guide to Healthy Eating    Date __________________

Company: ____________________    Presenter: ____________________

<table>
<thead>
<tr>
<th>Regarding the Seminar</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
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</thead>
<tbody>
<tr>
<td>1. How well were the seminar objectives met?</td>
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<td>2. Usefulness of seminar information?</td>
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<td>3. Length of seminar?</td>
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<td>4. Effectiveness of exercises?</td>
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<td>5. How would you rate this seminar overall?</td>
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<table>
<thead>
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<tbody>
<tr>
<td>1. Presentation skills?</td>
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<td>2. Ability to answer questions?</td>
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<td>3. Knowledge of subject?</td>
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<td>4. Use of time?</td>
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<td>5. Overall assessment of presenter?</td>
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Additional Comments

1. What would you recommend to make this seminar more effective? ____________________________________________

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2. What part of the seminar did you find most helpful? ____________________________________________

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3. Additional comments/suggestions for speaker’s improvement? ____________________________________________

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Thank you for your feedback.