

## AGENDA DAY 1: EVALUATION THEORY & PRACTICE

9:00	WELCOME & INTRODUCTION <ul style="list-style-type: none"><li>* Preliminary Investigations - Interviews &amp; Reports</li></ul>
9:45	EVALUATION <ul style="list-style-type: none"><li>* What? Why? Where?</li></ul>
10:15	EVALUATION BARRIERS <ul style="list-style-type: none"><li>* Overcoming Barriers</li><li>* Additional Barriers</li></ul>
10:30	BREAK
10:45	CLARIFYING EVALUATION REQUESTS <ul style="list-style-type: none"><li>* Exercise: Clarifying an Evaluation Request</li></ul>
11:30	IDENTIFYING A PROGRAM'S READINESS FOR EVALUATION
12 noon	LUNCH
1:00	PROGRAM EVALUATION APPROACHES <ul style="list-style-type: none"><li>* Historical Context</li><li>* Historical Approaches</li></ul>
1:30	CHARACTERISTICS OF A GOOD EVALUATOR
1:45	COGNITIVE STYLES AND EVALUATION <ul style="list-style-type: none"><li>* Exercise: Understanding Your Cognitive Style</li></ul>
2:30	BREAK
2:45	EXTERNAL OR INTERNAL EVALUATORS ? <ul style="list-style-type: none"><li>* Working with Evaluation Consultants</li></ul>
3:15	EVALUATION ETHICS <ul style="list-style-type: none"><li>* Exercise: Understanding Evaluation Ethics</li></ul>
3:45	REFLECTIONS: TODAY AND TOMORROW <ul style="list-style-type: none"><li>* Evaluation Check-In</li><li>* Homework: Read Request for Proposals (RFP) and Responses- Smart Start and W.K. Kellogg Read "Chapter 1: Evaluation Practice - An Introduction "</li></ul>
4:00	ADJOURN

## AGENDA DAY 2: ELEMENTS OF AN EVALUATION PLAN

9:00	DAILY PLANNING <ul style="list-style-type: none"><li>* Reactions to Readings</li></ul>
9:15	DEVELOPING AN EVALUATION PROPOSAL OR PLAN <ul style="list-style-type: none"><li>* Developing a Request for Proposal</li><li>* Managing the Evaluation</li></ul>
9:30	EVALUATION TERMINOLOGY <ul style="list-style-type: none"><li>* Exercise: Terminology Game</li></ul>
10:30	BREAK
10:45	EVALUATION PLANNING: LOGIC MODELS <ul style="list-style-type: none"><li>* Exercise: Designing a Logic Model</li><li>* Program Theory Diagram</li></ul>
12 noon	LUNCH
1:00	EVALUATION CROSSWALK: LINKING EVALUATION QUESTIONS & INFORMATION GATHERING STRATEGIES <ul style="list-style-type: none"><li>* Exercise: Creating an Evaluation Crosswalk</li></ul>
2:00	EVALUATION TIMELINES <ul style="list-style-type: none"><li>* Exercise: Creating an Evaluation Timeline</li></ul>
2:30	BREAK
2:45	EVALUATION BUDGETS <ul style="list-style-type: none"><li>* Exercise: Creating a Budget</li></ul>
3:45	REFLECTIONS: TODAY AND TOMORROW <ul style="list-style-type: none"><li>* Evaluation Check-In: Plus/Delta</li><li>* Homework: Draft Evaluation Proposal Read "Chapter 4: Designing Collaborative Evaluations" Read "Improving Evaluation Design and Use through the 'Evaluation Crosswalk' Method"</li></ul>
4:00	ADJOURN

### AGENDA DAY 3: DESIGNING EVALUATIONS

9:00	DAILY PLANNING
	* Reflections about Evaluation
9:15	COLLABORATIVE EVALUATION: DEFINITION, TECHNIQUES, & ISSUES
	* Collaborative Evaluation
	* Collaborative Data Gathering
	* Evaluation Fairs, Conferences, Forums, and Showcases
	* Potential Quagmires with Collaborative Evaluation
10:30	BREAK
10:45	SHARING EVALUATION PLANS
	* Program Background & Evaluation Purpose(s)
	* Evaluation Questions & Proposed Data Collection Strategies
12 noon	LUNCH
1:00	INSTRUMENTS/COLLECTING EVALUATION EVIDENCE
	* Guide to Instrument Selection
	* Good Instrument Development Practices
	* Samples of Evaluation Instruments
2:30	BREAK
2:45	SAMPLING
	* Types of Sampling
	* Sample Size and Response Rates
3:45	REFLECTIONS: TODAY AND TOMORROW
	* Evaluation Check-In
	* Homework: Expand your Evaluation Proposal
	Read "Chapter 5: Collaborative Evaluation Techniques"
	Read "Chapter 6: Collaborative Data Gathering"
4:00	ADJOURN

### AGENDA DAY 4: SUMMARIZING INFORMATION

9:00	DAILY PLANNING
	* Reactions to Reading
	* Evaluation Proposal Updates
10:00	COMMON QUANTITATIVE DATA ANALYSIS APPROACHES:
10:30	BREAK
10:45	CASE STUDY IN ANALYZING EVALUATION DATA:TEFLEP

11:15	USING COMPUTER PROGRAMS (Excel and SPSS) TO ANALYZE DATA
	* Exercise: Quantitative Analyses of TEFLEP Data Demonstration
12 noon	LUNCH
1:00	COMMON QUALITATIVE DATA ANALYSIS APPROACHES
1:30	CONTENT ANALYSIS OF QUALITATIVE DATA
	* Exercise: Content Analysis Data from Mothers of TEFLEP Participants
2:00	USING COMPUTER PROGRAMS TO ANALYZE QUALITATIVE DATA (Atlas.ti)
2:30	BREAK
2:45	INDIVIDUAL AND GROUP WORK ON EVALUATIONS
	* Mini-Evaluation Conference Sign-up Sheet
3:45	REFLECTIONS:
	* Evaluation Check-In: Plus/Delta
	* Complete Analysis Plans for Proposals
	* Homework: Read "Chapter 7: Collaborative Data Analysis"
	"Chapter 8: Collaborative Review of Findings"
4:00	ADJOURN

### AGENDA DAY 5: REPORTING

9:00	DAILY PLANNING
	* Questions related to individual evaluation plans
9:30	CONVINCING LEVELS OF EVIDENCE
	* Exercise: Rating Convincing Levels of Evidence
9:45	CHOICE IN METHOD OF REPORTING
10:00	SAMPLE EVALUATION DATA REPORTS
10:30	BREAK
10:45	SAMPLE EVALUATION REPORTS
12 noon	LUNCH
1:00	RUBRIC OF QUALITY EVALUATION
1:30	EVALUATION OF EvAP INSTITUTE
	* Participatory Training Evaluation Method (PATEM)
	* Individual Evaluation Forms
3:00	ADJOURN
3-5:00	INDIVIDUAL PROPOSAL CONSULTATION (15 minutes by sign-up)