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Creating a Strong Evaluation Plan

Today's Objectives

By the end of the session, participants will

- Be able to define key terms related to evaluation
- Find writing an evaluation plan less intimidating
- Be able to distinguish between output and outcome measures

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Today's Agenda

Group Brainstorm and Reviewing Key Definitions

Group Exercise: Output and Outcome Measures

Small Group Exercise: Drafting an Evaluation Plan

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How Do You Know If You Are Succeeding?

Measures of the process/ outputs (Process measures)

- I achieve the days objectives
- Tasks are crossed off the list
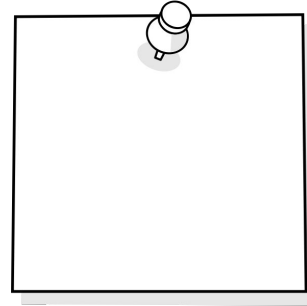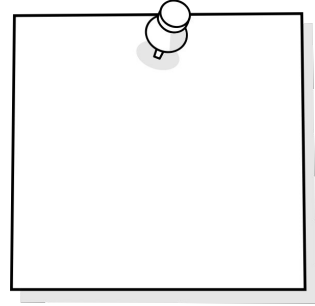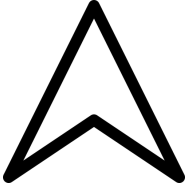- # of hours of sleep I got night last night
-

Measures of the outcomes (Outcome Measures)

- My kid's happiness level
- The flavor of my garlic
- My happiness level
- My level of restfullness
- I feel relaxed
- I made positive change in someone's mood

Key Terms

Look over the Key Terms sheet and share which terms you found difficult to understand or which terms you would like to hear an example of.
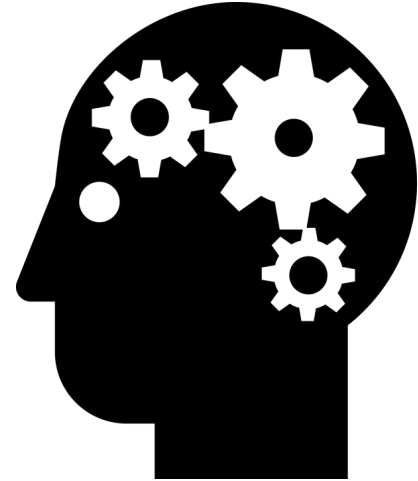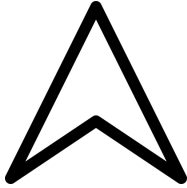
Key Terms/Definitions Sheet

Outcomes, Outputs, and Outcome Measures

Look at the **Outcomes, Outputs, and Outcome Measures** handout and then we will discuss different ways we can measure and assess progress.

Measures Handout

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Drafting an Evaluation Plan

Open the **S7A Handout 3: Evaluation Plan** in your student folder to work in a small group to draft an Evaluation Plan.
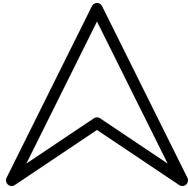
As you develop the plan ensure that:

- The outcomes/outputs are relevant to the project
- The outcomes are quantifiable
- The measures and methods are realistic

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What to Expect Next!

Session Assignment: Continue working on your evaluation plan.

Thank you for joining us today! Before moving onto the next session, let us know what you enjoyed about today and what we can improve for the future.

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Session Handouts:

- **[Evaluation - Key Terms/ Definitions](#)**
- **[Outcomes, Outputs, and Outcome Measures](#)**
- **[Evaluation Plan Sheet](#)**

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