

Evaluation Helpdesk

Organisation of training and 'rules of the game' of working groups

Terry Ward
Applica

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Tallinn and online participation



Organisation of training

- Topic: Evaluation design and evaluation planning
- Organisation
 1. Plenary sessions introducing general framework
 2. Group works on set of questions circulated ahead of the training
 3. Reporting back from group works in plenary sessions
 4. 'Formal Presentations' on each topic in plenary session and discussion of points from working groups
- Online participation
 - Open to all plenary sessions (1, 3, 4 above)
 - Online participants can ask their questions using the Zoom chat function
 - Questions are reported back by a member of the training team to the plenary

Group work

- 4 groups (A, B, C, D), 6 participants in each
- 4 working group sessions: 3 on evaluation design and 1 on evaluation planning
- Focus of discussion on set of questions circulated ahead of training applied to 'own' evaluations - guidance by group moderators
- Steps in working group sessions:
 - Designate rapporteur to take note of discussion and report back to plenary session (main points using ppt, flipchart or other means)
 - Discussion – guided by group moderator
- Rapporteur reports back on discussion in plenary session: 5-10 minutes per group
- Take up of main points by training team

Thank you
for
your attention