

Quality is a big salad

Duration	1 h 40 min
Session objectives	Learn how to manage evaluation of mobility project – identify indicators
Nr of Facilitator(s)	2
Nr of Participants	Up to 15 people
Room requirements	One room
Supplies and equipment	Movable seats
Materials	Post it and markers
Handouts	NA
Références	

Description

Include Instructions facilitators, step by step description, time schedule

Duration	Instructions
10 min	<p>Introduction:</p> <p>Introduce the session by questioning the participants on their expectations about the activity. They should write them on post-its.</p> <p>Collect the post-it notes and put them in a salad bowl</p> <p>Facilitation tips <i>"What are your expectations about this activity?"</i> <i>Note them on a paper – I will collect all the papers but I won't check the answers"</i></p>

15 min	<p>Introduction:</p> <p>Present the activity with the metaphor of a big salad.</p> <p>Make the participants think on the good ingredients for a good evaluation.</p> <p>Facilitation tips <i>Why should I eat a salad (why should I evaluate?) It's healthier (as the quality of the project), it's better for you (evaluation helps to manage a good project) but it's not what you want to eat !!!</i></p> <p><i>You want to eat this big burger or pizza and not thinking about tomorrow... just want to live the moment... (and it's ok to do it from time to time).</i></p> <p><i>BUT, if you want to live longer (so does your project), you need to take time to eat something well prepared* ... with love... and the good news, you can choose your ingredients!!!! Sure you need to get the basics but then you can be creative and do your own salad !</i></p> <p><i>*Stop the junk food = doing things quickly with no particular consideration</i></p> <p><i>So what are the main ingredients for a good evaluation?"</i></p>
15 min	<p>First Activity</p> <p>Brainstorming on the activities we need to evaluate, the target, results/impact, timing of the evaluation and the level of action.</p> <p>Facilitation tips <i>"Before we do our recipe, let's brainstorming a little bit:</i></p> <ul style="list-style-type: none"> ● <i>5 min : When I tell you "evaluation" - what do you think ?</i> ● <i>Put all the word you have in mind on different paper and paste it on the wall</i> ● <i>10 min : let's debrief, comment, explain answers, give precision + try to put the answers by theme or at least organize"</i>
30 min	<p>Second Activity</p> <p>Explanation of indicators and tools</p> <ul style="list-style-type: none"> ● Indicators: Present the SMART method ● Tools: which one? How to use them? How can we share the results of this evaluation? With whom? When should I do it? <p>Facilitation tips</p> <p><i>"Let's do our own recipe... based on what we have and what we should add! (10 min)</i></p>

	<ol style="list-style-type: none"> 1. <i>First of all, what kind of salad would you like ? (to feed you, to give you energy, etc.)</i> 2. <i>What are the activities you want to evaluate ?(👉 Do not mix evaluation of learners and evaluation of the project and under evaluation of project, between management and actions/activity.)</i> 3. <i>What are the targets?</i> 4. <i>Is it for lunch or dinner ?</i> <ul style="list-style-type: none"> ○ <i>Result or impact ? What is the difference ?</i> ○ <i>When can you do it ? (before, during, after the action, the project?)</i> ○ <i>Level of action (national, €, etc.)</i> <p><i>So let's choose our ingredients 20 min (10 min for each category) ... you have two main categories of ingredients: let's call them protein and fat (but the good ones!)</i></p> <ul style="list-style-type: none"> ● <i>Indicators (fat)</i> <p><i>Method: SMART (for indicators BUT also for objectives)</i> <i>Specific (personalized)</i> <i>Measurable (quantified or qualified)</i> <i>Achievable (reachable – not so fancy)</i> <i>Relevant/realistic</i> <i>Time-bound</i></p> <p><i>Which ones could be?</i></p> <ul style="list-style-type: none"> ● <i>Tools (protein)</i> <ul style="list-style-type: none"> ○ <i>Which one?</i> ○ <i>How to use them?</i> ○ <i>How can we share the results of this evaluation? With whom?</i> ○ <i>When should I do it?</i>
15 min	<p>Third activity Per small group or individually: Exchange of good practices or reflection on how we can develop an evaluation plan.</p> <p>Facilitation tips <i>Let's write our recipe!</i></p> <p><i>Exchange of good practices or reflection on how we can develop an evaluation plan (as we have now a template)</i> <i>We will do it per small group or individually</i></p>

15 min	<p>Conclusion Read the participants' expectations and if necessary adapt/adjust</p> <p>Facilitation tips <i>Read the expectations: it's important to have expectations and if necessary to adapt/adjust yourself (you can't control everything)</i></p>
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