

## HOW TO CONDUCT AN EVALUATION

**Duration:** 3 days (21h)

**Dates:** available within two months

**Price general public:** EUR 1.725/pers. (no VAT)

**Price in-house:** on demand (4-12 pers.)

### OVERVIEW

An evaluation is an essential tool for analysing the performance of a project and its long-term impact. Pre-planned in the project design, it enables the selection of appropriate criteria to make relevant judgements throughout the process and evidence-based decisions for future developments.

Evaluations provide research-based methodologies to determine the impact of programmes or processes designed to drive change in organisations or societies. The quantitative components of the evaluation provide numbers, statistical data and trends. The qualitative components deliver narratives and case studies, giving socio-historical meaning to the numbers.

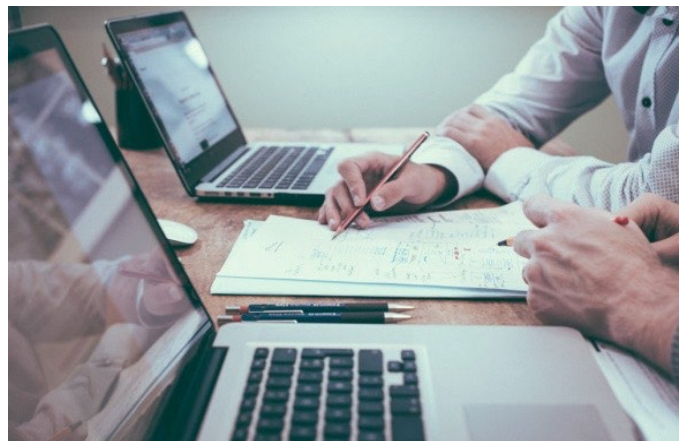
In this seminar, you will learn how to plan, conduct, report and present an evaluation.

### LEARNING OBJECTIVES

- Designing evaluation components aligned with the objectives of a project or programme
- Selecting pertinent indicators
- Planning evaluation phases, monitoring, final and impact analysis
- Comparing and interpreting baseline and target values
- Conducting quantitative and qualitative elements of evaluations
- Preparing final reports
- Presenting reports and recommendations

### AUDIENCE & PRE-REQUISITES

- No pre-conditions
- All audiences



## HOW TO CONDUCT AN EVALUATION

### PROGRAMME

- Integrating evaluation in onset planning
- Desk research and treatment of basic documents (charters, contracts, specifications, reports, logical framework, theory of change, etc.)
- Management of schedule, phases and feedback loops
- Writing of questionnaires/surveys
- Interview templates
- Focus groups templates
- Evaluation as a tool for knowledge generation and process management
- Selection of IT tools
- Typology and mapping of stakeholders
- Levels of stakeholder collaboration
- OECD methodology (relevance, coherence, efficiency, effectiveness, impact and sustainability)
- Decision support: decision tree using evidence-based data
- Evaluation of the learning process
- Evaluation along the results chain
- Linking the quantitative with the qualitative in report writing

### METHODS & EVALUATION

Rich and flexible training design: theoretical input, discussions, reflection and sharing of experience, role-plays and simulations, practical exercises.

#### Evaluation of training impact:

- Short-term impact: at the end of the training
- Long-term impact: 3 months after the training

#### Evaluation of acquired knowledge:

- Self-evaluation with a skills inventory
- Questionnaire at the end of the training

**Certificate:** EUROBOGEN certificate of participation

### OTHER RELATED TRAINING

- Project Management
- Transversal Management
- Diversity Management

#### CONTACT :

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