

**All-In Northern Mediation facilitation of W. K. Kellogg's "*The Step-by-Step Guide to EVALUATION How to Become Savvy Evaluation Consumers*".**

**A Workshop on Capacity Building in Program Planning, Implementation & Reporting.**

**DAY 1 8:30 -10:00 Introductions:**

Names, Positions, Current Program Roles

**Workshop Overview & Introduction to the Guide:**

Distribute Print Copies of the Guide

Inform on Workshop Focus & Expected Outcomes:

Discerning community needs & stakeholder expectations.

Aligning programs with community needs, goals, and existing conditions including the capacity of staff, and the ability to engage the community.

Determining impacts, value and sustainability.

Monitoring conditions & maintaining flexibility.

Developing meaningful & insightful program engagement, measurement, and reporting tools.

Developing higher-level views on programming; developing engagement & inclusion focused criteria and strategies in programming and funding applications.

**Overview of Current Program Process & Goals:**

Group input & discussion on current methods of decision making & evaluation

**Presentation on the "Cycle of Intent, Action, Effect", extra to the program guide:**

Power & Party Dynamics in Program Planning, Implementation & Expectations

Challenging Assumptions

Linking Power, Expectations, and Goals

Impacts of Power Dynamics on Inclusion & Engagement

Group discussion on Dynamics & Expectations, Tools for Balance

**10:00 -10:15 BREAK**

**10:15 -12:00**

**Review Program Related Terminology in the Guide Glossary:**

Discuss Examples  
Clarify Terms

**Exploring Program Components:**

Discerning Needs  
Defining Purpose  
Aligning with Strategies & Goals  
Consideration to Context, Capacity & Sustainability  
Identifying Stakeholders & Expectations  
Mindfulness on Inclusion & Engagement  
Defining Roles  
Monitoring & Maintaining Flexibility

**12:00 - 1:00 LUNCH BREAK**

**1:00 - 2:30 Putting It Together:**

Overview and Discussion on Relevancy & Integrating Program Components

**Breakout Session:**

Small group critique/analysis of a provided program scenario, determining:

Context of the Program  
Stakeholder Power Dynamics/" Intent, Action, Effect"  
Level of Inclusion & Engagement Assumptions  
Capacity for Fulfillment of Goals and Responsibilities  
Alignment & Effectiveness of Monitoring & Reporting Tools

**2:30 -2:45 BREAK**

**2:45 - 4:30**

**Analysis & Reflection:**

Small Groups Present Findings to Large Group for Discussion

**DAY 2**

**8:30 -10:00**

**Discussion & Review:**

Group Thoughts & Further Reflection  
Linking Concepts & Evaluating Relevancy to Existing Programs & Plans

**10:00 -10:15 BREAK**

**10:15 -12:00**

**Small Group Work - Develop Program from Scenario Provided:**

Maintaining Mindfulness on Power Dynamics  
Determining Stakeholders & Capacity Discerning  
Needs, Context & Expectations Determining  
Impacts, Value & Sustainability Planning for  
Inclusion & Engagement Planning for Monitoring &  
Flexibility Developing Measurement & Reporting  
Criteria

**12:00 - 1:00 LUNCH BREAK**

**1:00 - 2:30 Role Play:**

Participants from each group labelled as Funder, Planner, Recipient, or Other Stakeholder (pending workshop numbers) will role play scenarios based on program development above. Remaining participants will actively observe & perform evaluation against each area/component listed above.

**2:30 -2:45 BREAK**

**2:45 - 4:00**

**Analysis & Reflection:**

Group Sharing of Evaluations Insights Gained  
Stepping Back & Finding Meaning Maintaining the Higher View

**4:00 - 4:30 Recap & Closing:**

Program Process Review  
Thoughts & Questions  
Suggested Reflective Questions Handout  
Reminders on Mindfulness & Reality Checks  
Workshop Evaluation Handout & At Will Completion  
Closing Comments & Certificate Presentation