Step 1: Determine the Evaluation’s Purpose

Designing the Evaluation: What You and Others Want to Know

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Interest in Evaluation** | | | | | | | |
| **In-session evidence of:** | | | | **Post-session evidence of:** | | | |
| **Stakeholders** | **What learner must do when at work** | **Skills and tasks the learner must master** | **Concepts, issues the learner must understand** | **Event process, productivity, participation** | | **Event environment, logistics, management** | **Performance of learning at work** | **Factors that affect their job performance** |
| **Participants** |  |  |  |  | |  |  |  |
| **Participant’s Supervisor** |  |  |  |  | |  |  |  |
| **Participant’s Client** |  |  |  |  | |  |  |  |
| **Session leader/**  **educator**  **organizer** |  |  |  |  | |  |  |  |
| **Public** |  |  |  |  | |  |  |  |
| **Planning Committee members** |  |  |  |  | |  |  |  |
| **Funders** |  |  |  |  | |  |  |  |
| **Other?** |  |  |  |  | |  |  |  |