

## 'Brief' Program Evaluation Planning Guide for Short-Term Staff Development Activities

Directions: Use this form to quickly note your program evaluation plan for those short-term staff development activities that can be defined as awareness level or skill-development level programs according to the typology of staff development programs (Martin-Kneip, 1996)

<b>Steps in the Evaluation Process</b>	<b>Training Activity:</b> <hr/> <hr/>	<b>Training Activity:</b> <hr/> <hr/>	<b>Training Activity:</b> <hr/> <hr/>
<b>1. Describe the program goals, components</b>			
<b>2. State the purpose(s) of the evaluation</b>			
<b>3. Define the audience(s) and stakeholder(s)</b>			
<b>4. List any important contextual factors that may impact the program or evaluation</b>			
<b>5. List the evaluation question(s) that you are attempting to answer</b>			
<b>6. Briefly describe the evaluation design that you have selected (e.g., methods of evaluation)</b>			
<b>7. How will you analyze the data that you collect?</b>			
<b>8. How do you plan to communicate your evaluations results/ findings with your audience(s)?</b>			