

Making Improvements

MAKING IMPROVEMENTS

AGENDA FOR THE EVALUATION TEAM'S WORK TOGETHER

Please note that for each collaborative evaluation stage, there is a suggested agenda for your team to use. These agendas won't magically fit every evaluation team's needs, but at least they will give you some basic ideas and guidance for your meetings and work sessions. Most of the agendas are designed for meetings lasting about two hours, however, if you have a full day available, you may want to extend the time to include working together on next steps. Or, if you only have an hour to snatch together, you may want to break the agenda into a couple of separate sessions. All of the agendas are focused around the guiding questions and tasks provided for each stage in the print document. Finally, we recommend that you choose a facilitator and a recorder for each session with your team.

AGENDA #1 (OF 1) (2 HOURS): MAKING IMPROVEMENTS

- **WELCOME AND UPDATES**
- **REVIEW OF FINDINGS AND DEVELOPMENT OF RECOMMENDATIONS**
 - How will you adjust the work you do through this project based on what you have learned?
- **PLANNING OPPORTUNITIES TO SHARE EVALUATION FINDINGS**
 - To effect maximum change, who else needs to learn about your evaluation findings and recommendations?
 - What will be the most effective means of communicating your findings and recommendations with these individuals and groups?
 - What steps do you need to take in the near future and who will be responsible?
- **PLANNING ONGOING EVALUATION**
 - As you look ahead to your future evaluation work, should your overarching questions remain the same or do they need adjustments?
 - How might you adjust your future information gathering based on what you have learned?
 - Are there more people who need to be involved in your collaborative evaluation planning?
- **NEXT STEPS AND NEXT MEETING**
 - Schedule time and place for next meeting.
 - Identify facilitator and recorder for next meeting.