

Spring 2016

Evaluation Tips

Are you looking for a way to measure increase in knowledge and aspirations after presenting a program?

The [Program and Staff Development](#) website contains a template for a retrospective or pre/post evaluation that is a downloadable Word document. You can customize for your use.

The top of the survey asks the participants to rate their knowledge and understanding before the presentation and after the presentation. Consider using the three key points that you want the participant to remember after the presentation. This is the initial outcome.

The form also has space to ask which practices or behaviors the participant intends to adopt following the presentation – their aspirations. This gives you, as the evaluator, information for a later follow-up to see if the participant did try your suggested practices and the benefits or barriers they may have encountered. By conducting a follow-up, you will advance to the intermediate (adopt a practice or behavior) outcome and possibly the long term (social, economic, environmental condition) outcome.

The last part of the outcome allows participants to evaluate the program presentation and share their comments.

Link to [Pre-Post Sample Evaluation](#)