

Beginning with the End in Mind
October 26, 2011
New Rochelle, NY

Session Planning and Design Worksheet

Session Title:	Beginning with the End in Mind
Date:	Wednesday, October 26, 2011
Time:	1:30 pm – 4:30 pm
Trainer:	Susan Hyatt
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Session Objective(s):

What is the overall purpose of the session? What knowledge/skills/attitudes is the session designed to achieve?

Participants will:

- Understand how to better communicate their program focus and benefits using the new CNCS/AmeriCorps expectations
- Understand the components of a theory of change and their relationship to program design, performance measurement and evaluation
- Understand the difference between evaluation and performance measurement
- Know how to research the evidence basis for education program interventions and use that information to define the most appropriate measurement strategy and tools
- Apply the Performance Measurement Checklist to assess the quality of performance measures

Session Description:

Please provide a narrative describing the session in 100 words or less.

An evidence-based theory of change is the foundation for successful AmeriCorps programs. In this session we will explore the four components of a theory of change—need, intervention, desired outcome, and evidence—and their relationship to the design and performance measurement of high quality AmeriCorps program interventions. We will also review the directions in measurement, the differences between performance measurement and evaluation, the options to consider in designing effective measurement strategies and data collection systems, and how to

communicate those clearly.

Session Outline:

List the methods you will use to achieve the session’s objectives.

Method (e.g. lecturette, small group work, case study, etc.)	Describe what will be covered in each segment.	Length in minutes	Notes
Introduction	Welcome, Overview of Session and Learning Objectives	1:00 pm 15 min	
Lecturette	Setting the Stage: Beginning with the End in Mind - National Service Directions in Measurement -Strategic Plan, GAO Report, need to focus resources and aggregate outcomes across program types -implications for AmeriCorps (tiers, national measures, rigor, and changes in narrative expectations)	1:15 pm 20 min	Handout of strategic plan PMs
Lecturette	Part 1: Theories of Change (TOC): Definition, components, evidence basis	1:35 pm 20 min	Powerpoint slides
Reflection and triad sharing	Write down your program’s organization’s TOC; groups of three – share and give feedback. selected sharing with whole group	1:55 pm 20 min	Handout
Lecturette	Part 2: What is “Evidence”? How to find it and assess its value.	2:15 pm 15 min	Powerpoint slides
Small group exercise	Exercise: Assessing Evidence	2:35 pm 10 min	Exercise
	BREAK	2:45 pm 15 min	
Debrief	Large group debrief and food for thought	3:00 pm 10 min	
Lecturette	Part 3: Performance Measurement and Evaluation Basics: PM vs. evaluation; Relationship to TOC	3:10 pm 15 min	Powerpoint slides
Lecturette	Part 4: Communicating Your Program Intervention and Outcomes Effectively Alignment – narrative and PMs, within set of PMs, within PM TOC and evidence-basis National measures	3:25 pm 15 min	

Method (e.g. lecturette, small group work, case study, etc.)	Describe what will be covered in each segment.	Length in minutes	Notes
Small Group Exercise	Review and Assessment Exercise	3:40 pm 25 min	PO GARP Review tool Case Study Narrative
Debrief	Large group discussion of exercise findings	4:05 pm 15 min	
Wrap Up		4:20 pm 10 min	
End		4:30 pm	

Materials:

- Powerpoint slides
- Planning Food for Thought
- Evidence Exercise
- PM Review Exercise
- 2 page SP National Measures