

# Follow-up Evaluation

**After each workshop, we recommend the following two actions to help improve the workshop in the future:**

- 1) Discuss and evaluate the workshop with all facilitators.
- 2) Interview a few participants (ideally both a man and a woman) about the workshop.

## **How to evaluate the workshop among facilitators?**

- 1) Look at the notes written, photographs taken, and audio recorded from the workshop. Discuss if information was collected well during the workshop, and how to collect this information better next time.
- 2) Share both praise and critique for peers' facilitation techniques.
- 3) Share what personally seemed to be the most and least successful parts of the workshop, and discuss why that might be.
- 4) Evaluate timeliness and adherence to agenda. Do some items need more or less time?
- 5) Complete the evaluation that should have been partially filled out during the workshop. Discuss the document with all facilitators.

## **How to interview a participant?**

Interviews should be conducted individually and privately, in order to get the best understanding of the participant's experiences. If two facilitators are available, one can take notes while the other conducts the interview. Here are some questions to start the conversation, and feel free to follow-up on any points made by the participant:

- 1) Which activity or discussion made you think the most? Why?
- 2) Is there anything that you would like to add or remove from the workshop?
- 3) Why did you come to the workshop?
- 4) What do you think other people thought of the workshop? What do you think your friends and family will think of what was talked about at the workshop?
- 5) Do you think that gender relations will change at some point in your community? What do you think will cause that change?

**A general workshop evaluation tool that should be worked on during event**

**Gender Training Evaluation**

Group No \_\_\_ Group Name \_\_\_\_\_ Date \_\_\_\_\_ Length \_\_\_\_\_

Number of participating members \_\_\_\_\_ Number of women \_\_\_\_\_

Documentation by group member/young women \_\_\_\_\_

Major points of group meeting (information/sensitization/training: on what?)

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Method: Lecture \_\_\_\_\_% Discussion \_\_\_\_\_% Interview \_\_\_\_\_% Game \_\_\_\_\_% Other: \_\_\_\_\_%

Material (cards, crops, handouts....) \_\_\_\_\_

How many participants stated their opinion? \_\_\_\_\_/\_\_\_\_\_ (total)

Which skills did the participants use or learn? Circle your rating, where 1= not used, and 5= used a lot:

Knowledge/Skill	Rating					Explanation
Communication/ Discussion	1	2	3	4	5	_____
Rule Establishment	1	2	3	4	5	_____
Agricultural Knowledge	1	2	3	4	5	_____
Project Information	1	2	3	4	5	_____
Empathy/Group Engagement	1	2	3	4	5	_____
Organizational Skills	1	2	3	4	5	_____
Decision-making	1	2	3	4	5	_____
Gender Awareness	1	2	3	4	5	_____
Farmer Involvement	1	2	3	4	5	_____

Observations

\_\_\_\_\_ were most outspoken.

\_\_\_\_\_ seemed uncomfortable and were shy to speak.

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Recommendations for next meeting:

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**An additional, optional tool to track participant and facilitator responses over multiple workshops**

Farmer group name: \_\_\_\_\_ Village/Tole: \_\_\_\_\_

Project interventions: \_\_\_\_\_ Name: \_\_\_\_\_

Intervention	Personal Benefits	Household Benefits	Community Benefits	Personal Challenges	Household Challenges	Community Challenges	Implementation Responsibility	Management Responsibility	Maintenance Responsibility
Resource Access: Water, Inputs etc.									
Critical Awareness/ Knowledge/ Social network									
Skills									
Decision-Making									