

Teaching Script for Unit 22: Evaluation, Feedback and Farewell (In-Person Event)

Components	Content (working method)	Duration (slides)	Step	Objective	Instructions	Breathing (voices chime)
1. Evaluation, Feedback and Farewell	1. Evaluation vs Feedback (Ideas out loud)	5 min (22.1-2)	Participants provide input	Participants learn the difference between evaluation and feedback	Task: - "What is the difference between evaluation and feedback?" - Please call-out your answers	out (yes)
...	2. Evaluation vs Feedback (Talk)	4 min (22.3-4)	Evaluation vs Feedback	Participants learn the difference between evaluation and feedback	Talk: - Presentation of the systematic difference between evaluation and feedback - Discuss evaluation criteria	in (no)
2. Recap	1. Recap (Inventory)	7 min (22.5)	Participants work	Participants recall the learning content	Task: - "Now is the opportunity to recall what you have learned and taken away from the course overall. If you've been using it, you can, for example, complete your loot sheet." - At least 12 bullet points - Time: a good 5 minutes	out (yes)
...	Alternative 01a. Benefits day 2 (Ideas out loud)	3 min (na)	Participants provide input	Participants apply what they have learned to their work routine	Task: - Call-out without notes - "When you reflect on today's session, what do you think you can use or apply in your work routine from the content?" - Please call-out your answers	out (yes)
4. Feedback	1. Feedback of WL (Fried Egg)	30 min (na)	Participants provide input	Participants give feedback on the WL	Task: - Distribute blank moderation cards to participants - "We look forward to your voluntary feedback. Feel free to use the fried egg for the evaluation" - (1) The yellow of the egg: I really liked that! - (2) The egg white: That was just right! - (3) Outside: That was too short! - Please limit each moderation card to one sentence. - Pin the moderation cards to the appropriate place on the fried egg on the way out	out (yes)

Continued on next page

Teaching Script for Unit 22: Evaluation, Feedback and Farewell (In-Person Event)

Components	Content (working method)	Duration (slides)	Step	Objective	Instructions	Breathing (voices chime)
5. Farewell	1. Conclusion (Talk)	4 min (22.7-8)	WL speaks	Conclusion	WL initiates the end of the workshop	in (no)
6. Evaluation	Alternative 01a. Evaluation form (Questionnaire)	5 min (na)	Participants work	Participants evaluate the workshop using a detailed evaluation form	Task: - Participants fill out an evaluation questionnaire - Note: Provide sufficient time for this	out (no)
7. Conclusion and Buffer	1. na (na)	23 min (na)	na	na	na	na (na)

Duration of unit: 50 minutes.