

Teaching Script for Unit 22: Evaluation, Feedback and Farewell (Online 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 - Potentially collect contributions on a digital pinboard	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)

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4. Feedback	1. Feedback of WL (Virtual five-finger feedback)	30 min (22.6)	Participants provide input	Participants give feedback on the WL	Task: - "We appreciate your voluntary feedback. Feel free to use your hand fingers for different aspects:" - (1) Thumb: I liked this! - (2) Index finger: I'll take this with me! - (3) Middle finger: I didn't like this! - (4) Ring finger: I can apply this to my work routine! - (5) Pinky finger: This was lacking! - Please limit each aspect to one sentence - Note: Instructor may demonstrate once, and can limit to <5 fingers if necessary	out (yes)
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)	18 min (na)	na	na	na	na (na)

Duration of unit: 50 minutes.