

# Facilitator's Guide

## **Aggie's Rules**



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# Overview

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Duo Reges: constructio interrete. Atqui pugnantibus et contrariis studiis consiliisque semper utens nihil quieti videre, nihil tranquillum potest. Nam illud quidem adduci vix possum, ut ea, quae senserit ille, tibi non vera videantur. Qui autem esse poteris, nisi te amor ipse ceperit? Commoda autem et incommoda in eo genere sunt, quae praeposita et reiecta diximus; Portenta haec esse dicit, neque ea ratione ullo modo posse vivi; Omnes enim iucundum motum, quo sensus hilaretur. Bork Prodest, inquit, mihi eo esse animo.



# Schedule

Module	Time	Content	Mins
Day 1			
	9:00	Official start time: Welcome people as they arrive.	15
Introduction	9:15	<b>Presentation:</b> Introduction of facilitators Introduction, housekeeping.	5
		<b>Facilitation:</b> Introductions by participants	
	9:20	Personal introductions, introductions of projects.	10
	9:30	<b>Activity:</b> Icebreaker	15
	9:45	<b>Facilitation or activity:</b> Workshop guidelines	5
	9:50	<b>Presentation:</b> Workshop schedule	5
		<i>(Optional activity: Expected outcomes)</i>	(+5)
	9:55	<b>Presentation:</b> Overview of the <i>IDEAS Guide</i> Covering the objectives.	5
Module 1	10:00	<b>Presentation:</b> Introduction to module 1: Understanding the role of evaluation and learning in innovation	10
	10:10	<b>Activity 1:</b> Understanding which type of course you are travelling	20

		Group activity using a spectrum on paper or creating a physical line in the room.	
	10:30	<b>Activity 2:</b> Considering the type of evaluation that matches your learning pathways Small group activity to reflect on the learning pathways and implications.	20
	10:50	<b>Presentation and facilitation:</b> Differences between common thinking about evaluation and the <i>IDEAS Guide</i> evaluation approach	10
	11:00	<b>Facilitation:</b> Wrap up	5
<b>Module 2</b>	11:20	<b>Presentation:</b> Introduction to module 2: Defining your project goals and priorities	10
	11:30	<b>Activity 1:</b> What are you trying to do? Statements about future change.	20
		<b>Activity 2:</b> How are you trying to do it?	
	11:50	Group sorting and ranking to understand components.	45
	12:35	<b>Facilitation:</b> Wrap up	10
<b>Module 3</b>	1:15	<b>Presentation:</b> Introduction to module 3: Understanding the people connected to the project (stakeholders)	10
		<b>Activity:</b> Stakeholder mapping	
	1:25	In small groups create a map of stakeholders.	30
	1:55	<b>Facilitation:</b> Wrap up	10
<b>Module 4</b>	2:05	<b>Presentation:</b> Introduction to module 4: Stakeholder participation and communication	10
	2:15	<b>Facilitation:</b> Engaging different kinds of expertise, and culture and customs	10
		<b>Activity:</b> Thinking about your engagement and communication styles Building on the stakeholder map to clarify the appropriate ways to communicate with stakeholders.	30
	2:25		
	2:55	<b>Facilitation:</b> Wrap up	10
<b>Module 5</b>	3:20	<b>Presentation:</b> Introduction to module 5: Doing the right thing by the people involved with the project (ethics)	15
		<b>Activity 1:</b> Risks in media and communication projects	
	3:35	Discussing ethics in relation to a series of examples.	30
		<b>Activity 2:</b> Considering your own project's ethical risks	
	4:05	Group work on potential ethical risks.	30
		<b>Facilitation:</b> Wrap up	
	4:35	(Note: There is a 15-minute buffer in case of running late.)	10
	5:00	<b>Finish day 1</b>	
<b>Day 2</b>			
		Official start time	
		(Ideally you should start on time, especially if punctuality was discussed during expectations and workshop guidelines on day 1. However, the	
	9:00	schedule allows for an extra 5 minutes.)	

	9:05	<b>Facilitation:</b> Welcome back, recap of day 1 Sharing of one key thing that stood out from day 1. <b>Presentation:</b> Introduction to day 2, introduction of the concept of 'data'	15
<b>Module 6</b>	9:20	<b>Presentation:</b> Introduction to module 6: Planning data-use	10
	9:30	<b>Activity 1:</b> Uses and users of evaluation data	10
	9:40	<b>Presentation:</b> Introduction to the data-use calendar	10
	9:50	<b>Activity 2:</b> Data-use calendar	30
	10:20	<b>Presentation:</b> Introduction to the learning loop	5
	10:25	<b>Facilitation:</b> Wrap up	10
<b>Module 7</b>	10:50	<b>Presentation:</b> Introduction to module 7: Asking the right questions	10
	11:00	<b>Activity 1:</b> Thinking again about the uses and users of evaluation	5
	11:05	<b>Activity 2:</b> Specifying the key evaluation questions	30
	11:35	<b>Facilitation:</b> Wrap up	10
<b>Module 8</b>	11:45	<b>Presentation:</b> Introduction to module 8: Planning information and data collection	5
	11:50	<b>Presentation:</b> Tracking project activities and achievements ('monitoring')	5
	11:55	<b>Activity 1:</b> Creating a monitoring plan Groups create a monitoring plan using the template provided.	15
	12:10	<b>Presentation:</b> Capturing the unexpected	5
	12:15	<b>Activity 2:</b> Choosing evaluation methods using methods cards Groups match methods to key questions.	30
	1:15	<b>Facilitation:</b> Discussion of ethics in data collection and evaluation	15
	1:30	<b>Activity 3:</b> Compiling an evaluation plan Groups transfer decisions made into the matrix provided.	20
	1:50	<b>Facilitation:</b> Wrap up	10
<b>Module 9</b>	2:00	<b>Presentation:</b> Introduction to module 9: Making sense of data	5
	2:05	<b>Facilitation:</b> Managing data	5
	2:10	<b>Presentation:</b> Making sense of data	5
	2:15	<b>Activity:</b> Workshop evaluation	20
		Completing a workshop evaluation questionnaire.	
	2:35	<b>Activity:</b> Analysing workshop evaluation data Analysing questionnaire responses as a group.	30
	3:05	<b>Activity:</b> Creating a data management and analysis plan	10
	3:15	<b>Facilitation:</b> Wrap up	10
<b>Module 10</b>	3:40	<b>Presentation:</b> Introduction to module 10: Reporting and sharing	10
	3:50	<b>Presentation and facilitation:</b> Traditional and innovative reporting options	5
	3:55	<b>Activity:</b> Choosing reporting options using reporting cards Groups go through and decide which options they would like to use.	25
	4:20	<b>Facilitation:</b> Wrap up	10
<b>Conclusion</b>	4:30	<b>Facilitation:</b> Reflection on key insights and wrap up (Note: There is a 15-minute buffer in case of running late.)	15

	5:00	Finish day 2	
Day 3			
	9:00 - 12:30	Finalising evaluation plans.	
		Appointments with facilitators.	

# Checklist

## Callout Shape

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Facillimum id quidem est, inquam. Sin laboramus, quis est, qui alienae modum statuatur industriae? Duo Reges: constructio interrete. Illis videtur, qui illud non dubitant bonum dicere-; Compensabatur, inquit, cum summis doloribus laetitia. An hoc usque quaque, aliter in vita? Iam in altera philosophiae parte.

Zenonem roges; Sit enim idem caecus, debilis. Zenonis est, inquam, hoc Stoici. Bonum incolumis acies: misera caecitas. Et quod est munus, quod opus sapientiae?