Facilitator's Guide

Aggies Rule

Designed by

Andrea Wardle

Summer 2022

Table of Contents

Overview

Cupcake ipsum dolor sit amet candy canes bonbon. Lemon drops sesame snaps topping cake ice cream cookie jujubes gingerbread pie. Sugar plum candy fruitcake fruitcake carrot cake. Sugar plum fruitcake ice cream cotton candy danish. Shortbread sweet roll cake brownie pudding. Tiramisu danish halvah sesame snaps icing cookie candy cotton candy. Chocolate cake dragée oat cake tiramisu gummies ice cream icing chocolate cake bonbon. Wafer lollipop carrot cake icing candy. Cake biscuit pudding gummi bears sweet halvah. Shortbread fruitcake jelly gummies cheesecake jelly.

Gummi bears cheesecake marshmallow cake marshmallow. Cupcake biscuit lollipop gummi bears pudding marzipan gummi bears marshmallow caramels. Marshmallow gummies macaroon chocolate cheesecake muffin shortbread. Chocolate cookie lollipop croissant bear claw cookie. Candy canes shortbread jelly sweet sweet. Croissant croissant cake chocolate cake. Dessert cheesecake jujubes apple pie topping cookie cheesecake pastry topping. Dessert halvah tiramisu danish marzipan chocolate cake.

Schedule

Module	Time	Content	Mins
		Day 1	
	9:00	Official start time: Welcome people as they arrive.	15
Introduction	9:15	**Presentation:** Introduction of facilitators Introduction, housekeeping.	5
	9:20	**Facilitation:** Introductions by participants Personal introductions, introductions of projects.	10
	9:30	**Activity:** Icebreaker	15
	9:45	**Facilitation or activity:** Workshop guidelines	5
	9:50	**Presentation:** Workshop schedule	5
		(Optional activity: Expected outcomes)	*(+5)*
	9:55	**Presentation:** Overview of the *IDEAS Guide* Covering the objectives.	5

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

Day 2

	9:00	Official start time (Ideally you should start on time, especially if punctuality was discussed during expectations and workshop guidelines on day 1. However, the schedule allows for an extra 5 minutes.)	
	9:05	**Facilitation:** Welcome back, recap of day 1 Sharing of one key thing that stood out from day 1. **Presentation:** Introduction to day 2, introduction of the concept of 'data'	15
Module 6	9:20	**Presentation:** Introduction to module 6: Planning data-use	10
	9:30	**Activity 1:** Uses and users of evaluation data	10
	9:40	**Presentation:** Introduction to the data-use calendar	10
	9:50	**Activity 2:** Data-use calendar	30
	10:20	**Presentation:** Introduction to the learning loop	5
	10:25	**Facilitation:** Wrap up	10
Module 7	10:50	**Presentation:** Introduction to module 7: Asking the right questions	10
	11:00	**Activity 1:** Thinking again about the uses and users of evaluation	5
	11:05	**Activity 2:** Specifying the key evaluation questions	30
	11.35	**Facilitation:** Wrap up	10
Module 8	11:45	**Presentation:** Introduction to module 8: Planning information and data collection	5
	11:50	**Presentation:** Tracking project activities and achievements ('monitoring')	5
	11:55	**Activity 1:** Creating a monitoring plan Groups create a monitoring plan using the template provided.	15
	12:10	**Presentation:** Capturing the unexpected	5
	12:15	**Activity 2:** Choosing evaluation methods using methods cards Groups match methods to key questions.	30
	1:15	**Facilitation:** Discussion of ethics in data collection and evaluation	15
	1:30	**Activity 3:** Compiling an evaluation plan Groups transfer decisions made into the matrix provided.	20
	1:50	**Facilitation:** Wrap up	10
Module 9	2:00	**Presentation:** Introduction to module 9: Making sense of data	5
	2:05	**Facilitation:** Managing data	5
	2:10	**Presentation:** Making sense of data	5
	2:15	**Activity:** Workshop evaluation	20
		Completing a workshop evaluation questionnaire.	
	2:35	**Activity:** Analysing workshop evaluation data Analysing questionnaire responses as a group.	30
	3:05	**Activity:** Creating a data management and analysis plan	10
	3:15	**Facilitation:** Wrap up	10
Module 10	3:40	**Presentation:** Introduction to module 10: Reporting and sharing	10
	3:50	**Presentation and facilitation:** Traditional and innovative reporting options	5

	3:55	**Activity:** Choosing reporting options using reporting cards	25
		Groups go through and decide which options they would like to use.	
	4:20	**Facilitation:** Wrap up	10
Conclusion	4:30	**Facilitation:** 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

We are Groot. I am Groot. I am Groot. I am Groot. We are Groot. We are Groot. I am Groot. We are Groot. We are Groot. We are Groot. I am Groot. We are Groot. I am Groot. I am Groot. We are Groot. We are Groot. We are Groot. We are Groot. I am Groot. We are Groot. I am Groot. We are Groot. I am Groot. We are Groot. I am Groot.

We are Groot. I am Groot. I am Groot. I am Groot. I am Groot. We are Groot. I am Groot. We are Groot. We are Groot. I am Groot. I am Groot. I am Groot. We are Groot. We are Groot. We are Groot. We are Groot. We are Groot. I am Groot. I am Groot. I am Groot. I am Groot. We are Groot. We are Groot. I am Groot. I am Groot.