

Conducting Evaluations

Conducting evaluations at the end of a workshop session is a powerful way to bring closure to the day's activities, gather feedback to improve the workshop and your facilitation, and to document the benefits of your work. Evaluations can be conducted in a number of ways, including oral evaluations that can range from quick to lengthy discussions; interactive exercises; or written evaluations.

Oral evaluations are an effective way for the group as a whole to process and share what they learned and experienced collectively, and can provide some closure for a group. A quick way to evaluate a day's activities is to ask participants to name one thing that they learned during the day or to quickly describe one experience that they will take home with them. A more comprehensive oral evaluation can ask participants to collectively list the strong and weak points of the workshop, as well as things that they would change about the workshop. Facilitators can choose to chart these responses on easel paper.

Many of the "closing" exercises in the BRIDGE curriculum provide places for group evaluation to occur, including the "Head, Heart, Feet," exercise in the LGBT/Immigrant Rights module; the "Another World is Possible" closing in the Globalization, Migration, and Workers' Rights module; "Postcards to Ourselves" activity in the Women's Leadership module; and the "Spider's Web" exercise in the Introduction to Multiple Oppressions module.

Written evaluations can be a valuable way to document the impact of your educational work, especially if you have used BRIDGE closing exercises to allow participants to process the workshop with the rest of a group at a creative and even emotional level. The results of written evaluation forms can allow participants to share information about the workshop with you, suggest improvements, and give you feedback on your strong points. We have included a sample written evaluation form on the next page for your use; if possible, we would love to see any summation notes or evaluations from workshops that you conduct using BRIDGE, to hear what is working well, and for suggestions for change.

BRIDGE: Building a Race and Immigration Dialogue in the Global Economy
EVALUATION FORM

What were your expectations for the day?

What was most useful about today?

What needs improvement?

Evaluate your participation:

Did you feel like you were able to participate in today's activities? Yes No

Do you feel like you learned from others participating in the activities? Yes No

Any other comments?

Logistics

Did you receive logistical information in a satisfactory manner? Yes No

Was the meeting location satisfactory for your needs? Yes No

Were translation and interpretation of high quality? Yes No

BRIDGE Workshop title: _____

Your Name (optional): _____

Your Organization (optional): _____

Today's Date: _____