Phase 1: Preparing for Evaluation

Workshop 1A (2 hours)

Time	Topic	Activity Notes	Materials
15 min	**Welcome and Introductions** • Presenter introductions • Overview of REL • Participant introductions • Overview of the workshop series • Goals and agenda		Power Point deck *Consider creating a shared folder where you can keep all of your materials and collaborate on documents across the evaluation team.* *You will need to work on some of the documents asynchronously at times. Be sure all team members have access to and can edit the documents.*
10 min	**Introduction to Evaluation** • Define evaluation • Types of evaluation • Why conduct evaluation • Continuous evaluation model • Gusky's model of professional development (PD) evaluation		
25 min	**Designing or Selecting High-Quality PD** • Features of effective PD • Activity: how well do these design elements align with your PD initiative?	Describe the features of effective professional development. Give participants 10 minutes to complete Handout 1, rating their professional learning model on each of the design features. Share out the results of participants' ratings. Discuss areas of strength and areas for improvement.	Handout 1: Designing or Selecting High Quality PD

		Consider using a poll to share participants' ratings if the workshop is being conducted virtually or capture ratings on chart paper with a show of hands if in person.	
45 min	**Using Logic Models in Evaluation** Overview • Logic model toolkit resource • What is a logic model? • Elements of a logic model Guided Practice with Scenario • Handout 2: Professional Learning Scenario • Problem statement • Resources • Strategies and activities • Outputs • Outcomes (short, long, impacts) • Assumptions • Final thoughts on logic models	Guided Practice with Scenario Give participants 5 minutes to read the professional learning scenario (handout 2). Explain each logic model component and then pause for participants to complete that component on their logic model template for the professional learning scenario. Ask a few participants to share out their ideas. Then share the completed logic model component for the scenario. Discuss any inconsistencies between the completed model logic and participants' ideas. Repeat the process for each component of the logic model. *If there is time, consider breaking into small groups or partners to identify short-term, long-term, and impact outcomes. Come back together as a whole group to share out ideas and then compare to the completed logic model.*	Handout 2: Professional Learning Scenario Handout 3: Logic model template (2 copies) Handout 4: Completed logic model for case study handout
20 min	**Developing Your Logic Model** • Problem statement • Resources, Strategies/activities, Outputs • Outcomes	The goal of this part of the workshop is to get the team started on each of the logic model elements for their professional learning initiative. There will not be enough time to finish generating ideas and come to a consensus for each component. First, give participants 2-3 minutes to jot down a problem statement on a second blank logic model template. Share out ideas and record on a shared logic model template. Give participants 5-7 minutes to jot ideas for resources, strategies/activities, and outputs. Share out and record on the shared logic model template. Return to the element slides as needed to remind participants how they are defined. Give participants 5-7 minutes to jot ideas for short-term outcomes, long-term outcomes, and impacts. Share out and	Handout 3: Logic model template (2 copies) Shared logic model template

		record on the shared logic model template. Return to the element slides as needed to remind participants how they are defined. Remind participants that each strategy/activity should relate to at least one outcome and that each outcome should map back to at least one strategy/activity.	
5 min	**Next Steps/Closing** • Homework: continue adding to your logic model	Email participants immediately after the workshop with the links to the shared folder and the partially completed logic model template.	

Workshop 1B (90 minutes)

Time	Topic	Activity Notes	Materials
10 min	**Welcome and Quick Review** • Summary of last session • Goals/agenda for today		Power Point deck
30 min	**Logic Model Working Session** • Review the group's progress with their logic model • Address any questions, provide feedback, and make refinements	Bring up the team's logic model and ask the participants to reflect on their progress. Ask them: • Where is there agreement? • Where did we get stuck? • What questions came up? Provide feedback and ask questions to help the group clarify and refine their logic model. Be sure that the different components of the logic model connect to one another. In particular, be sure there is at least one activity/strategy connected to each outcome and vice versa.	Logic model draft
45 min	**Describing Implementation of PD Strategies/Activities** • Explain the need for a common understanding of effective implementation • Complete the chart on handout 5: Describing Implementation for the strategies/activities in the logic model	Select one strategy/activity from the logic model and complete the chart on Handout 5, soliciting suggestions from participants. Continue this for each of the strategies/activities from the logic model. *After completing one strategy together as a whole group, consider breaking into partners or small groups to complete the remaining strategies/activities in the logic model, with each group working on different strategies/activities. Then, return to the whole group and have each group or pair share out. Come to agreement among the whole group for the descriptions of strong implementation.*	Handout 5: Describing Implementation of PD Strategies/Activities
5 min	**Next Steps/Closing** • Homework • Next workshop date		