

FEEDBACK WORKSHOP CHECKLIST

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A feedback workshop is a meeting between evaluator(s) and stakeholder(s) to review and discuss a draft evaluation report. Feedback workshops help stakeholders and evaluators to (1) ensure consistency between the evaluation, stakeholder values, and program plans; (2) increase understanding of the evaluation and utility of the findings; (3) improve the accuracy and utility of the evaluation report; and (4) review and refine evaluation plans. This checklist is a guide for planning, conducting, and following up feedback workshops.

Before the Workshop

- Schedule a feedback workshop as an integral part of the evaluation task.
- Invite stakeholders to whom the final evaluation report will be submitted to participate in the workshop.
- Plan for evaluators directly involved in preparation of the report to participate in the workshop.
- Draft the report that will serve as the basis for the workshop.
- Provide the draft report to the stakeholders for their review well in advance of the meeting (e.g., 2 to 4 weeks prior).
- Take steps to assure that the stakeholders will review the draft before the workshop (e.g., call to ask if they have received and read the materials.)
- Clarify workshop roles, including who will chair the workshop and who will record decisions about needed corrections and changes to the report.
- Draft and submit a workshop agenda to the stakeholders at least one week before the workshop.
- Prepare briefing materials, such as PowerPoint handouts, transparencies, and handouts, to guide the workshop.
- Make logistical arrangements (e.g., meeting space, audiovisual equipment, refreshments, etc.).

During the Workshop

- Review and affirm the workshop agenda.
- Distribute appropriate briefing materials.
- Brief stakeholders on the evaluation work, findings, and recommendations.
- Discuss the relevance and applicability of findings.
- Invite stakeholders to identify problems of ambiguity and fact.
- Invite stakeholders to discuss follow-up actions based on report findings.
- Project the changes/improvements to be made in the report.
- Resolve misunderstandings as much as possible.
- Review, discuss, and adjust evaluation plans as appropriate, including content needed in future reports and the schedule for future evaluation events.
- Discuss, as appropriate, how the stakeholders can facilitate future data collection and other evaluation activities.
- Complete the workshop session by asking each stakeholder to identify/summarize one or more salient points regarding the presented findings.



After the Workshop

- Revise the report based on the workshop meeting, correcting all identified factual errors and ambiguities.
- Submit the revised report to stakeholders.
- Follow up with stakeholders to ensure that issues, if any, were resolved in the revised report.
- Adjust plans for future evaluation activities as appropriate.
- As appropriate, send the updated evaluation plan to the client and other interested or affected stakeholders.
- Carry through the updated evaluation plan, according to any changes that were made.

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