**Trainer Guide**

**Step 5: Evaluate and Evolve**

**Purpose**

The purpose of this step in the Knowledge Management Road Map is to provide an overview of how to assess progress made toward achieving your knowledge management (KM) objectives. Participants will increase their awareness and understanding of evaluation concepts, including different outcome levels that you can focus your evaluation on, evaluation designs, and techniques to synthesize the evaluation data. It also covers the critical tasks of what to do when you’ve completed the evaluation: sharing the findings and promoting use of those findings in practice.

**Time**

Total time needed is approximately ***one to two hours***, depending on Trainer needs.

**Objectives**

By the end of this step, participants will be able to:

1. Describe the difference between monitoring and evaluation
2. Describe three levels of outcomes in KM interventions
3. Explain key elements of strong evaluation designs
4. Understand best practices for using tables and figures to synthesize evaluation data
5. List a range of formats that can be used to share evaluation findings with stakeholders
6. Identify strategies for promoting the use of results in policy and practice

Trainer should write down objectives on flip chart paper and hang in space where all trainees can see it.

**Detailed Learning Objectives**

**Detailed learning objectives** are always measurable—for example, **three** characteristics of effective KM approaches, **four** advantages of developing a strategy—in order to capture learner outcomes.

Trainers should develop detailed learning objectives based on the trainees’ needs.

These can also be written down on flip chart paper and hung in a space where all trainees can see them.

**Prepare for the Session**

**Design your session**
Browse through the components of this step and select those that are most appropriate for your audience. The exact length of time needed for this step will depend on many factors, including the level of depth you want to provide to the participants, background knowledge of participants, and specific learning objectives. A sample agenda for this session is provided below.

**Build an agenda**

Using the list of resources below, build an agenda to accommodate the available time. Keep in mind that there are additional resources related to Step 5 in this module of the KM Training Package, such as examples and templates that one could use to facilitate implementation of this step (i.e., sample evaluation report and template) and supplemental guides that could serve as useful background reading.

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| **Step 5: Evaluate and Evolve** |
| **Time** | **Session and Description** | **Supporting Resources** | **Approximate** **Time Needed** |
| 3:35–3:55 | Presentation: Step 5: Evaluate and Evolve | Presentation slides | 20 min |
| 3:55–4:45 | Exercise: Synthesizing Quantitative Results  | Exercise Guide  | 40 min |

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| **Training Wrap-Up** |
| **Time** | **Session and Description** | **Supporting Resources** | **Approximate****Time Needed** |
| 4:45–5:05 | Summary | Expectation Wall Guide  | 10 min |
| 5:05–5:20 | Evaluation | Training Evaluation | 10 min |
| 5:20–5:30 | Review of Next Steps | TBD based on Trainer needs | 10 min |

**Finalize and print the agenda**

Determine session start time and insert breaks and energizers as needed. Double check that you have set aside enough time for each activity (including time needed to switch from one activity to another). Print agenda for each participant.