



Essential Skills Series in Evaluation

October 18, 19 and 25, 26 2018 • 8:00 am to 4:30 pm • Ottawa Conference and Event Centre, Meeting Room 210 (Oct. 18-19) and 212 (Oct. 25-26) 200 Coventry Rd. Ottawa, Ontario

THIS COURSE IS DESIGNED FOR THOSE WHO ARE NEW TO EVALUATION
Register soon as we will be limiting class size to 20 to ensure maximum benefit to participants.

The Essential Skills Series was completely re-designed in 2014 by the Canadian Evaluation Society incorporating state-of-the-art thinking and modern adult learning principles.

Prior knowledge of evaluation, or of social science research methods, is not required, and this course is geared towards individuals who are new to evaluation. On completion, participants will be equipped to enter and participate in the evaluation field and to develop as evaluation professionals. Graduates will be able to describe in basic terms 28 core evaluation concepts – from the uses and benefits of evaluation through common data collection methods to evaluation ethics and standards – and will gain elementary experience in six core practices – from creating logic models to writing findings statements.

The courses and handout material will be in English only.

DAY 1: October 18, 2018

Daily Preview

1. FOUNDATIONS OF EVALUATION

- Definition
- Uses and Benefits
- Settings
- History and Context
- The Program Cycle
- Terminology
- Activity: My Experience with Evaluation

2. EVALUATION IN PRACTICE (EIP): REAL WORLD CHALLENGES

- Resistance to Evaluation
- Hidden Agendas
- Cultural Considerations

3. EVALUATION OBJECTIVES AND ROLES

- Clients and Stakeholders
- Evaluation Purposes
- Roles
- Live Application Part 1: Why Evaluate this Program?

4. EIP: EVALUATION AS A PROFESSION

- Evaluation as a Discipline and the CES
- The Professionalization of Evaluation and the CE Designation

Daily Summation

DAY 2: October 19, 2018

Daily Preview

5. PROGRAM PROFILING

- Profiling the Program
- Live Application Part 2: Developing a Logic Model

6. EIP: STANDARDS AND ETHICS

- Evaluation Standards
- CES Guidelines for Ethical Conduct
- Activity: Addressing Ethical Dilemmas

7. EVALUATION QUESTIONS

- Evaluation Questions
- Live Application Part 3: Developing Evaluation Questions

8. EVALUATION INDICATORS

- Indicators
- Live Application, Part 4: Developing Indicators

Daily Summation

DAY 3: October 25, 2018

Daily Preview

9. COMMON RESEARCH METHODS

- Data Collection Methods
- Activity: Question Construction Afternoon

10. EVALUATION DESIGN

- Evaluation Design and Evidence Quality

11. EVALUATION DESIGN

- Evaluation Design and Evidence Quality
- Live Application Part 5: Developing an Evidence Matrix

12. DATA COLLECTION

- Data Collection
- Activity: Interviewing

Daily Summation

DAY 4: October 26, 2018

Daily Preview

13. EIP: PROJECT MANAGEMENT

- Evaluation Budget and Scale
- Activity: Developing an Evaluation Budget
- Evaluation Project Management

14. DATA MANAGEMENT AND ANALYSIS

- Data Management
- Data Analysis
- Activity: Writing Findings Statements

15. SYNTHESIZING EVIDENCE

- Data Synthesis, Conclusions and Recommendations

16. COMMUNICATING EVALUATION FINDINGS

- Reporting and Use
- Activity: Developing and Presenting Conclusions and Recommendations

17. EIP: MODELS AND SPECIAL TOPICS IN EVALUATION

- Approaches, Trends and Special Applications

COURSE CONCLUSION

- Course Summary
- Further Professional Development
- Activity: Going Forward
- Closing words

Name: _____

Organization: _____

Address: _____

Postal Code: _____

Tel: () _____ Fax: () _____

E-mail: _____

Special requirements: _____

Fees

	Series
Member	<input type="checkbox"/> \$1,800 + \$234 HST = \$2,034
New or Renewing Member	<input type="checkbox"/> \$1,800 + \$195 CES Membership + \$259.35 HST = \$2,254.35
Non-member	<input type="checkbox"/> \$1,995 + \$259.35 HST = \$2,254.35
Special discounted rate for non-profits & students	
Member	<input type="checkbox"/> \$1,350 + \$175.50 HST = \$1,525.50
New or Renewing Member	<input type="checkbox"/> \$1,350 + \$100 CES Membership + \$188.50 HST = \$1,638.50
Non-member	<input type="checkbox"/> \$1,450 + \$188.50 HST = \$1,638.50

If you have selected the non-member rate, please indicate whether you want the one year membership in CES.

- Yes, I want the membership
 No, I do not want the membership

HST #12276 9094 RT0002

Method of Payment

Cheque enclosed and made payable to:
"CES – National Capital Chapter" c/o The Willow Group

Invoice me

Credit Card

Visa MasterCard American Express

Card Number: _____ Exp. Date: _____

Cardholder Name: _____ CCV: _____

Signature: _____

Cancellation Policy: Refunds will not be made, but substitute delegates will be accepted.

Fees include course materials and nutritional breaks. Lunch will be provided.

FOR MORE INFORMATION OR TO REGISTER
BY MAIL OR FAX, CONTACT:

The Canadian Evaluation Society – National Capital Chapter
1485 Laperriere Ave, Ottawa, ON, K1Z 7S8

Tel: 613-722-2270

Fax: 613-729-6206

Email: nccsecretariat@evaluationcanada.ca

http://ncc.evaluationcanada.ca