

# Essential Skills Series in Evaluation – Facilitated Online Session

**10-week online session starting January 25 and ending March 29, 2021**

**THIS COURSE IS DESIGNED FOR THOSE WHO ARE NEW TO EVALUATION IN THE FEDERAL GOVERNMENT (NEW).**

**Register soon as we will be limiting group 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.

Participants will use the e-Institute online platform for course material, complemented by online group discussions and guest speakers addressing relevant topics.

<b>1. FOUNDATIONS OF EVALUATION</b> <ul style="list-style-type: none"> <li>• Definition</li> <li>• Uses and Benefits</li> <li>• Settings</li> <li>• History and Context</li> <li>• The Program Cycle</li> <li>• Terminology</li> <li>• Activity: My Experience with Evaluation</li> </ul>	<b>2. EVALUATION IN PRACTICE (EIP): REAL WORLD CHALLENGES</b> <ul style="list-style-type: none"> <li>• Resistance to Evaluation</li> <li>• Hidden Agendas</li> <li>• Cultural Considerations</li> </ul> <b>3. EVALUATION OBJECTIVES AND ROLES</b> <ul style="list-style-type: none"> <li>• Clients and Stakeholders</li> <li>• Evaluation Purposes</li> <li>• Roles</li> <li>• Live Application Part 1: Why Evaluate this Program?</li> </ul>	<b>4. EIP: EVALUATION AS A PROFESSION</b> <ul style="list-style-type: none"> <li>• Evaluation as a Discipline and the CES</li> <li>• The Professionalization of Evaluation and the CE Designation</li> </ul>
<b>5. PROGRAM PROFILING</b> <ul style="list-style-type: none"> <li>• Profiling the Program</li> <li>• Live Application Part 2: Developing a Logic Model</li> </ul>	<b>6. EIP: STANDARDS AND ETHICS</b> <ul style="list-style-type: none"> <li>• Evaluation Standards</li> <li>• CES Guidelines for Ethical Conduct</li> <li>• Activity: Addressing Ethical Dilemmas</li> </ul> <b>7. EVALUATION QUESTIONS</b> <ul style="list-style-type: none"> <li>• Evaluation Questions</li> <li>• Live Application Part 3: Developing Evaluation Questions</li> </ul>	<b>8. EVALUATION INDICATORS</b> <ul style="list-style-type: none"> <li>• Indicators</li> <li>• Live Application, Part 4: Developing Indicators</li> </ul>
<b>9. COMMON RESEARCH METHODS</b> <ul style="list-style-type: none"> <li>• Data Collection Methods</li> <li>• Activity: Question Construction Afternoon</li> </ul>	<b>10. EVALUATION DESIGN</b> <ul style="list-style-type: none"> <li>• Evaluation Design and Evidence Quality</li> </ul> <b>11. EVALUATION DESIGN</b> <ul style="list-style-type: none"> <li>• Evaluation Design and Evidence Quality</li> <li>• Live Application Part 5: Developing an Evidence Matrix</li> </ul>	<b>12. DATA COLLECTION</b> <ul style="list-style-type: none"> <li>• Data Collection</li> <li>• Activity: Interviewing</li> </ul>
<b>13. EIP: PROJECT MANAGEMENT</b> <ul style="list-style-type: none"> <li>• Evaluation Budget and Scale</li> <li>• Activity: Developing an Evaluation Budget</li> <li>• Evaluation Project Management</li> </ul> <b>14. DATA MANAGEMENT AND ANALYSIS</b> <ul style="list-style-type: none"> <li>• Data Management</li> <li>• Data Analysis</li> <li>• Activity: Writing Findings Statements</li> </ul>	<b>15. SYNTHESIZING EVIDENCE</b> <ul style="list-style-type: none"> <li>• Data Synthesis, Conclusions and Recommendations</li> </ul> <b>16. COMMUNICATING EVALUATION FINDINGS</b> <ul style="list-style-type: none"> <li>• Reporting and Use</li> <li>• Activity: Developing and Presenting Conclusions and Recommendations</li> </ul>	<b>17. EIP: MODELS AND SPECIAL TOPICS IN EVALUATION</b> <ul style="list-style-type: none"> <li>• Approaches, Trends and Special Applications</li> </ul> <b>COURSE CONCLUSION</b> <ul style="list-style-type: none"> <li>• Course Summary</li> <li>• Further Professional Development</li> <li>• Activity: Going Forward</li> <li>• Closing words</li> </ul>

<p>Name: _____          Organization: _____          Address: _____          City: _____ Prov: _____ Postal Code: _____          Tel: _____ E-mail: _____</p> <table border="0"> <tr> <td><b>Fees</b></td> <td><b>Series</b></td> </tr> <tr> <td>Member</td> <td>\$1,200 + TAX*</td> </tr> <tr> <td>New or Renewing Member</td> <td>\$1,200 + \$195 CES Membership + TAX*</td> </tr> <tr> <td>Non-member</td> <td>\$1,395 + TAX*</td> </tr> </table> <p><b>Special discounted rate for non-profits &amp; students</b></p> <table border="0"> <tr> <td>Member</td> <td>\$750 + TAX*</td> </tr> <tr> <td>New or Renewing Member</td> <td>\$750 + \$95 CES Membership + TAX*</td> </tr> <tr> <td>Non-member</td> <td>\$845 + TAX*</td> </tr> <tr> <td>New Practitioner Member</td> <td>\$750 + TAX*</td> </tr> </table> <p><i>*For virtual events, the tax applied is the provincial rate based on the registrant address.</i></p> <p>If you have selected the non-member rate, please indicate whether you want the one-year membership in CES.</p> <p><input type="checkbox"/> <b>Yes, I want the membership</b>      <input type="checkbox"/> <b>No, I do not want the membership</b></p>	<b>Fees</b>	<b>Series</b>	Member	\$1,200 + TAX*	New or Renewing Member	\$1,200 + \$195 CES Membership + TAX*	Non-member	\$1,395 + TAX*	Member	\$750 + TAX*	New or Renewing Member	\$750 + \$95 CES Membership + TAX*	Non-member	\$845 + TAX*	New Practitioner Member	\$750 + TAX*	<p><b>Method of Payment</b> <span style="float: right;">HST #12276 9094 RT0002</span></p> <p><input type="checkbox"/> Invoice me  <input type="checkbox"/> Credit Card    <input type="checkbox"/> Visa    <input type="checkbox"/> MasterCard    <input type="checkbox"/> American Express</p> <p>Card Number: _____ Exp. Date: _____          Cardholder Name: _____ CCV: _____</p> <p>Cheque payments made payable to: <b>“CES – National Capital Chapter” c/o The Willow Group.</b></p> <p><b>Cancellation Policy: Refunds will not be made, but substitute delegates will be accepted.</b></p> <p style="text-align: center;"><b>FOR MORE INFORMATION OR TO REGISTER CONTACT:</b>  <b>The Canadian Evaluation Society – National Capital Chapter</b>          1485 Laperriere Avenue, Ottawa ON K1Z 7S8          Tel: 613.722.2270  <a href="mailto:nccsecretariat@evaluationcanada.ca">Email: nccsecretariat@evaluationcanada.ca</a>  <a href="http://ncc.evaluationcanada.ca">http://ncc.evaluationcanada.ca</a></p>
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