**Breakout Group Activity #1**

# Practice writing outcome and process questions

15 minutes

## Facilitator Instructions

1. [If virtual] Open *4.B3_Design_Plan_Breakouts_1-2_Facilitator_PPT_Virtual.pptx* and share your screen.

2. Give participants a few minutes to read the narrative of the sample IET program in Appendix D, #D1 in the Participant Guide or on slide 1, if virtual.

3. Facilitate a group discussion that leads to a consensus on the goal they want to evaluate from the following list:

   - Learner Goal: Program participants will gain the academic, workforce preparation, and workforce training skills needed to pass the CompTIA certification and to transition to the bridge class to prepare for postsecondary education by the end of the semester.

   - Program Goal: Each term, at least 20% of Ability to Benefit IET program participants are from populations identified during the needs assessment as underrepresented (e.g., minorities, females, ELLs, etc.).

   - Partner Goal: Throughout the last session of the IET program, employer partners will provide work-based learning opportunities that lead to the hiring of program completers.

   **NOTE**: [If virtual] Copy the selected goal and paste in the designated area on slide 2.

4. Facilitate a group discussion about what they need to know to evaluate the goal. Jot down key ideas on the handout, if in-person, or on the slide, if virtual.

5. Lead the group to a consensus on one or two outcome questions and one or two process questions for evaluating their selected goal.

6. Capture your group's goal and outcome and process questions.

   a. [If in-person] Use the next page of this handout to capture the information.

   b. [If virtual] Capture the information in the designated areas on slide 2.

7. If you have extra time, have the group come up with more questions.

8. Either select a spokesperson to share your group's goal and questions with the whole group or you can share them [If virtual, share them in the chat window].

9. [If virtual] Before next activity, copy and paste the group's selected goal and their outcome and process questions into the appropriate spaces of the Evaluation Plan Template on slide 3. You will build out the rest of the four columns in the next activity.

| Goal: | | | | |
|---|---|---|---|---|
| **Evaluation Question(s)** (Process & Outcome) | **Data Needed** (Measures) | **Data Source(s)** | **Timeframe/ Schedule** | **Analysis Approach** (Quantitative/Qualitative) |
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**Breakout Group Activity #2**

# Practice creating an evaluation plan

  15 minutes

## Facilitator Instructions

1. [If virtual] Open ***4.B3_Design_Plan_Breakouts_1-2_Facilitator_PPT_Virtual.pptx***. Before the activity begins, if you haven't already done so, copy and paste the group's selected goal and their outcome and process questions they developed in Activity #1 from slide 2 into the designated areas of the Program Evaluation Plan Template on slide 3. Stay on slide 3 and share your screen in the breakout room.

2. Allow a minute or two for participants to review the narrative of the sample IET program in Appendix D, #D1 in the Participant Guide (slide 1 of the PPT).

3. Lead the group in a discussion about the data needed to answer each outcome and process question and evaluate the goal, the data sources for the required data, the timing or frequency of the evaluation, and the analysis approach(es) (i.e., quantitative or qualitative).

4. Guide the group to a consensus for each item.

5. Capture your group's information in the four right columns of the Program Evaluation Plan for each outcome and process question.

    a. [If in-person] Use the previous page of this handout to capture the information.

    b. [If virtual] Capture the information directly on the slide as the group works through the activity.

6. You have 15 minutes to complete this activity. If you have extra time, come up with more questions.

7. Either select a spokesperson to share your group's goal and questions with the whole group or you can share them. [If virtual] Share them in the chat window.