**Super 1s M&E workshops help sheet**

To monitor and evaluate your workshops, you will be required to follow a two-stage process which includes completing surveys via upshot and observing behaviour change.

**Phase 1**

Focuses on short term impact by using participant surveys or monitoring behaviour change. It is up to you to decide which method you use, choose the one that is most suitable for your participants. This phase must be completed of on the day of delivery.

Below are the numbers you are expected to ask the question too. Please, try your best to hit these targets. If you can get more, even better!

**How many participants should you be asking the questions too?**

Less than 5- 100% participants

6-10 - 70% of participants

10 or more - 50% of participants

The surveys will be stored on upshot for you to complete, and you will be provided with training videos by Vania to support you.

**The survey questions you will be expected to ask before & after your workshop:**

Pre workshop

**Rate your knowledge on this topic?**

***Answers****: I know a lot, I am unsure, I know nothing*

*Example question to ask participants:* “ Do you know how to cross the road safely?”

Post workshop

**Do you know more about this topic?**

***Answer:*** *Yes, I am unsure, no*

Although you must complete the surveys on upshot, you can ask young people in a creative way to keep them engaged. You must write down or remember how many individuals selected each answer to be able to accurately record them on upshot. See below for some ideas to use;

* Hold up a coloured cone that represents the response. Eg hold up an orange cone for ‘I don’t know’. ​
* Run, hop, walk or any movement you choose to a zone. Eg participants stand in the middle, once question has been asked, they could run to a coloured zone depending on their answer.​
* Use thumbs up, thumbs down, thumbs in the middle. Thumbs up represents yes, thumbs in the middle represents unsure and thumbs down represents I don’t know.​
* Participants place coloured ball into the zone that represents their answers.

***Behaviour change***

If surveys are not suitable for your participants, you must observe, and monitor behaviour change throughout the workshop. We are aware this may not happen instantly or at all so please only use when applicable.

**Example:** if an individual never communicates at a hub session but after a communication workshop they said someone's name, that would be recorded as a timeline event on that individual account. This shows a short-term impact through a small behaviour change.

**Phase 2**

Focuses on mid/long-term impact. This will focus on a 360 review and will be completed by parents/carers/school teachers (whoever you think is best fit to ask the questions).

You should aim to have 3 surveys completed by the same set of parents/carers/teachers of the participants that you asked phase 1 questions to. If you did not ask the questions to the participants in phase 1 as it wasn’t suitable, you can still send the survey to parents to help track the impact of your workshop. This must be sent to parents via upshot for them to fill in or if easier, you can get them to complete the survey in person by asking them the questions and you completing the survey on upshot.

**The questions that must be sent to parents/carers or completed by yourself after you’ve asked them the questions in person.**

Please, select one follow up point be asked 6-24 weeks after day of delivery.

1.Have they used this knowledge/skill in their daily life?

Follow up - if so, how have they used this knowledge/skill?

2 Are there any workshop topics/ skills you believe would benefit your child/ individual?

**Top tips**

* Informing parents, caregivers, guardians, or schools before you deliver a workshop will help encourage their child/children outside of your cricket activity to support behaviour change and/or skill development.
* Use a cross- section of participants when monitoring different workshops, try not to use the same participants to complete the survey.