Wicketz M&E Workshop 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 behavioural change. Behavioural change gets monitored throughout, surveys are to be completed on day of workshop delivery and be continuously monitored.

***Phase 1***

Focuses on short term impact by using participant surveys. This phase should be completed 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, please do.

**How many 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 provided with training videos by Vania to support you.

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

**Pre-workshop**

**1. Rate your knowledge on this topic**

*Answers: I know a lot, I'm unsure, I know nothing*

*Example Q: “Do you know what mental health is?”*

**2. Is this topic important to you?**

*Answers: Yes, I don’t know, No*

**Post-workshop**

**1. Has your knowledge on this topic improved?**

*Answers: Yes, I don’t know, No.*

**2. Will you use what you learnt in your daily life? -**

*Answers: Yes, I don’t know, 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, skip 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.

**Phase 2**

Within this phase of the survey ask the same question(s). This time, only **3** participants need to answer. You must make sure they are from the same set of participants that you asked phase 1 questions to.

If more appropriate you can complete the 360 survey with parents/carers,schools or youth groups. This must be sent to parents via email 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 filling the survey in.

**The questions to ask participants**

You must select one follow up point between 6-24 weeks to ask the questions below.

**1. Has your knowledge improved/ are you more confident talking about this**

**topic?**

*Answers: Yes, unsure, no.*

**2. Have you used this knowledge/ skill in your daily life?**

Answer: *yes, unsure, no*

***Q2 follow up; If you have, how have you used it?***

**360 Review Questions**

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

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

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

individual?

**Reminder**

behavioural change must continue to be monitored throughout and recorded as individual timelines under the category ‘behaviour change’.

**Top tips**

* Use a cross- section of participants when monitoring different workshops, try not to use the same participants to complete the survey
* Recording your answers as soon as you’ve completed the survey will help make your life easier when completing the survey later.