

Determining an Evaluation Vision and Strategies

Facilitator's Agenda

PHO health promotion consultant Allison Meserve facilitated a meeting on October 27, 2016 for managers at Chatham Kent Public Health. The purpose of the meeting was to:

- Develop a shared vision for planning and evaluation
- Determine manager's role in increasing the use of evaluation and evidence
- Increase participants' use of identified strategies

This resource is the facilitator's agenda developed for this meeting.

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Determining an Evaluation Vision and Strategies for Chatham-Kent Public Health

Facilitator's Agenda

October 27, 2016

9:00-4:00

The main objectives for the day are:

- Participants have a shared vision for planning and evaluation (within evidence-informed public health) at CKPH
- Participants understand their role for increasing the use of evaluation and evidence at CKPH
- Participants commit to incorporating some of the identified strategies

Materials needed:

- Toys (more than enough for all participants)
- Post-its
- Stickers
- Stick-it people
- Markers
- Masking tape
- Scotch tape
- Glue sticks
- Pencil
- Voting dots
- Cards with Inputs/Resources, Activities, Short-term Outcomes, Medium-term Outcomes, Long-term Outcomes
- Flip chart paper

Time	Objectives	Activities	Possible Questions	Materials Needed
8:15 Prep				Tape a series of flip charts together to make wall for oval mapping/logic modelling (Allison) Make flipcharts with Barriers, Facilitators, Assumptions written at top (Allison)
8:30 Arrivals		Participants pick up toy on entrance (w/out additional instructions)		Breakfast Toys (Allison)
9:00	Inform participants of the current state of the literature on evaluation capacity building	Review of evidence from ECB LDCP and description of key strategies (Laura)		
9:30	Develop shared vision for evidence-informed planning & evaluation at CKPH	Participants share how their toy relates to planning and evaluation at CKPH Draw the future state of what CKPH looks like when planning and evaluation has been incorporated fully (Participants in two groups)	Fill in the blank, this toy is like how evaluation is currently at CKPH because... Imagine it is x years from today and evaluation is embedded at CKPH. What is going on that is different than today? What two or three words would you like people to associate with your organization? With respect to evaluation, what expectations do you have of others (be specific as to the role) in the organization?	Flipchart paper (CK) Markers (Allison) Post-its and stickers (Allison) Glue-sticks (Allison)
10:30		BREAK		
10:45	Identify key outcomes (short- and medium-	Oval mapping/logic modelling Participants will write single	What conditions will you need to create in your organization so	Masking tape (Allison) Flipcharts taped

Time	Objectives	Activities	Possible Questions	Materials Needed
	term) that need to occur to achieve vision (The Why)	outcomes they think should occur in order to achieve vision on individual post-its Post-its will be discussed and arranged on logic model (At end of block will mark when these are based in evidence)	that you can successfully arrive at the vision we created this morning? What driving or supportive forces will enable you to achieve this vision? When you begin to implement these changes in your organization, where do you expect the trouble spots to be? (What can you do to ensure you are prepared to address potential problems?) How threatening will this change be to your staff? (Why might this change be threatening? How can we help prepare employees for this change?) Checking assumptions: What's been missing from this analysis? What important contexts, ideas have we missed?	together Flipcharts with Barriers, Facilitators, Assumptions written at top (Allison) Post-its (Allison) Pencil (Allison)
12:00		LUNCH		
12:30	Identify key activities and strategies to achieve short- and medium-term outcomes (The How)	Oval mapping/logic modelling Participants will write single activities they think should occur in order to achieve the desired outcomes on individual post-its Post-its will be discussed and arranged on logic model (At end of block will mark	Checking assumptions: What's been missing from this analysis? What important contexts, ideas have we missed?	Activities from brainstorming exercise on Sept 19 written on post-its (CK?) Flipcharts with Barriers, Facilitators, Assumptions written at top (Allison) Post-its (Allison)

Time	Objectives	Activities	Possible Questions	Materials Needed
		when these are based in evidence)		Pencil (Allison)
1:30	Identify key activities and strategies for next year	Stickers on this/next year activities Participants create additional post-its as necessary	What major actions (with existing staff working within existing job descriptions) must be taken within the next year to implement the identified strategies?	Flipchart (CK) Flipcharts with Barriers, Facilitators, Assumptions written at top (Allison) Post-its (Allison) Pencil (Allison)
2:00	Develop consensus on outcomes	Review outcomes as a group; discuss anything where there wasn't agreement in the morning		Dots (Allison) Post-its (Allison) Cards with Inputs/Resources, Activities, Short-term Outcomes, Medium-term Outcomes, Long-term Outcomes
2:30		BREAK		
2:45	Participants understand their role for increasing the use of evaluation and evidence at CKPH Participants commit to incorporating some of the identified strategies	Place colored dots on activities based on who is primarily responsible for the activity (Laura/Stanley/Evaluator; managers; upper management; staff)		Dots (Allison) Post-its (Allison)
3:15	Participants understand their role for increasing the use of evaluation and evidence at CKPH Participants commit to incorporating some of	Reflection sheet Next steps Wrap-up	(Reflection sheet) As a result of today's meeting, what is one thing you could... 1. ... start doing? 2. ... stop doing? 3. ...continue doing?	Worksheets Flip chart with Next Steps written at top

Time	Objectives	Activities	Possible Questions	Materials Needed
	the identified strategies		<p>What are the steps that need to be taken after today?</p> <p>What additional information do you need?</p> <p>At what point in this process should we consult with others who are less directly involved but who could have an impact on how we implement this?</p> <p>Is there anyone who was not at this meeting but should be involved in the future?</p>	