SESSION 6 – Implementation of Monitoring and Evaluation Strategy – Monitoring activities

Training on Monitoring and Evaluation of Training Programmes for Professional Development in LSG
Learning objectives

• To empower participants to implement the operational steps regarding the Monitoring (i.e. in-itinere evaluation) processes.

Learning outcomes

• Participants are able to identify the tools and competences needed for the implementation of in-itinere (Monitoring) and (Final) evaluation.

• Participants are able to implement Monitoring (i.e. in-itinere) operational steps.
MONITORING (IN-ITINERE EVALUATION)
MONITORING

• It implies the analysis of data collected (ex-ante) and during the process (in-itinere), so to suggest modifications or amelioration to the implementation strategy.

• Monitoring activities concretises in deliverables such as Periodical Monitoring Reports.
SESSION 6 - Monitoring

Setting Up the Monitoring and Evaluation Strategy

Implementing the Strategy

Ex-ante

- Selection of specific tools for this evaluation phase
  Ref. Section 4.4, pp. 37-38; Section 4.5, pp. 38-59
- Data Collection by means of the identified tools
  Ref. Section 4.5, pp. 38-59
- Data analysis: calculating the empirical value of the indicators composing the criteria
- Performing Ex-ante evaluation (i.e., crossing empirical data of the criteria against the set standards)
  Ref. Section 3.3, pp. 20-21
- Ex-ante Evaluation Report of the Single Training Course

In-itene

- Periodic check of single course implementation
  Ref. Section 3.3, pp. 20-21, Section 4.6, pp. 55-56
- Monitoring Report/s of Single training Courses
  Ref. Section 4.6, pp. 55-56, Annex 15, p. 49
- Data analysis: calculating the empirical value of the indicators composing the criteria
- Data analysis: calculating the empirical value of the criteria (i.e., summing up the indicators composing the criteria)
- Performing Ex-post evaluation (i.e., crossing empirical data of the criteria against the set standards)
  Ref. Section 3.3, pp. 20-21
- Ex-post/Final Evaluation Report of the Single Training Course

Ex-post

- Selection of specific tools for this evaluation phase
  Ref. Section 4.4, pp. 37-38; Section 4.5, pp. 38-59
- Data Collection by means of the identified tools
  Ref. Section 4.5, pp. 38-59
- Data analysis: calculating the empirical value of the indicators composing the criteria
- Data analysis: calculating the empirical value of the criteria (i.e., summing up the indicators composing the criteria)
- Performing Ex-post evaluation (i.e., crossing empirical data of the criteria against the set standards)
  Ref. Section 3.3, pp. 20-21
- Ex-post/Final Evaluation Report of the Single Training Programme

Course Level

- Data Collection by means of the identified tools
  Ref. Section 4.5, pp. 38-59
- Data analysis: calculating the empirical value of the indicators composing the criteria
- Data analysis: calculating the empirical value of the criteria (i.e., summing up the indicators composing the criteria)

Programme Level

- Sum of the Ex-ante Evaluation of all single training courses included in the Programme
  Ref. Section 3.3, pp. 20-21
- Ex-ante Evaluation Report of the Training Programme

- Sum of all ex-post evaluation of Single courses implemented w/in a fixed period
  Ref. Section 3.3, pp. 20-21
- Monitoring Report of Training Programme

- Sum of the Ex-post Evaluation of all single courses included in the Programme
  Ref. Section 3.3, pp. 20-21
- Ex-post/Final Evaluation Report of the Training Programme

Describing the Context

Ref. Section 3.4.1, pp. 21-23; Section 4.1, p. 28

Selection of Criteria for evaluation

Ref. Section 3.4.2, pp. 23-24; Section 4.3, pp. 28-29

Setting the benchmarks for criteria

Ref. Section 3.4.2, pp. 23-24; Section 4.3, pp. 28-29

Identification of the comprehensive list of indicators for each criterion and for all the phases of the evaluation process

Ref. Section 3.4.3, pp. 24-26; Table 28, pp. 60-64

Identification of all the tools needed for gathering data in order to "build up" the identified indicators, for all the phases of the evaluation process

Ref. Section 4.4, pp. 37-38; Section 4.5, pp. 38-59

Setting the milestones in-itene evaluation of the Programme

For the ex-ante evaluation, most of the data will be collected by means of the review of the planning/description documents of the single training course.

Implementation data is crossed against the data gathered in ex-ante, so to assess the ongoing of the implementation.

For the ex-post evaluation, the information is mostly empirical data gathered by means of the above-mentioned tools.

Ex-ante Evaluation Report of the Single Training Course

Monitoring Report of Training Programme

Ex-post/Final Evaluation Report of the Single Training Programme

Ex-post/Final Evaluation Report of the Training Programme

Monitoring Report of Training Programme

Ex-ante Evaluation Report of the Training Programme

Ex-ante Evaluation Report of the Single Training Course
SESSION 6 – Monitoring: How to?

- Template provided

Monitoring Tools

- Financial monitoring
- Course attendance monitoring
- Course evaluation

Procedures

- financial evaluation – coordinator
- attendance of participants - not specific
- course evaluation - expert

Competences for in-itinere evaluation
SESSION 6 – Q&A
SESSION 6 – Implementation of Monitoring and Evaluation Strategy – Monitoring activities

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