LeadershipPlenty® Evaluation

A How-To Guide

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Partners in Evaluating LeadershipPlenty®

We'll need your help over the next few months to see if we're doing a good job with the Leadership-Plenty training and to help us improve the program in the future. The overall evaluation consists of three surveys. All responses to the surveys will be strictly confidential.

1. The first survey asks for information that will help us learn more about each participant's background, what he or she already knows about leadership, and what he or she hopes to learn from the program.
2. The second survey asks for information about what participants learned from the program and how the program can be improved.
3. The third survey will again ask participants to report on what they have learned and how they have applied their new knowledge. The facilitator should also complete the third survey.

Participant Surveys 1, 2, & 3 and the cover sheet are posted on the LeadershipPlenty® Resources Page under Evaluation.

We have tried to make the job of evaluation easy for you.
Here's how evaluating this program works:

Cover Sheet. The group facilitator should fill out and return an evaluation cover sheet and include it when sending in participant surveys <u>at each stage</u> of the evaluation.

Survey 1. Have all participants complete and return to you the LeadershipPlenty® Participant Survey 1 <u>at or before your first class meeting</u>. To ensure confidentiality, the evaluation asks participants to use the last four digits of their social security number as their survey identification number. (If your participants do not have Social Security numbers, or are reluctant to use their last four digits on these forms, they may choose another number to use. <u>They must, however, use numbers that they will be able to remember later when completing the second and third surveys!</u>) Make sure that each participant has written his or her survey identification number on the form. This will be the only personal identification we will ask for. This will help us to assess the impact this program has on participants over time. After you have collected these surveys mail them in a sealed envelope to Richard Rohs at the Pew Partnership address listed on page 2. The Pew Partnership staff will not read the evaluation forms. They will simply forward the materials to the independent evaluator.

Survey 2. Have all participants who have completed the program fill out and return to you Participant Survey 2 <u>at the conclusion of your last class meeting</u>. As with Survey 1, make sure that each participant has written his or her survey identification number (last four digits of his or her Social Security number) on the form. As with Survey 1, mail these surveys in a sealed envelope to the Pew Partnership for forwarding to the independent evaluator.

(Survey 2 cont'd.)
Some have questioned why we ask participants to respond to statements again by completing the "Before LP" column in participant survey 2. The reason for this is that some individuals may not have accurately assessed their beginning skill levels or understanding of leadership and community action when they completed participant survey 1. Such inaccuracies could potentially lead to inflated or deflated program outcomes. Thus, we are asking participants to reassess themselves by completing the "Before LP" column. Comparing the "Before LP" responses from survey 2 with the survey 1 responses will allow us to determine if such inaccuracies exist and allow us to report more accurate program outcomes.

Survey 3. Survey 3 is a follow-up survey to be completed by participants six to eight months following the conclusion of the program. Again, each participant's survey identification number (the last four digits of his or her Social Security number) should be on the form. As these participants will have completed the LeadershipPlenty® classes, you may want to mail this survey to your participants with a short note asking them to complete and return to you. Or you may want to reconvene the group to share their leadership experiences since the last class. Depending on your particular situation, there may be other options for having participants complete this last survey. As with the previous two surveys, mail these in a sealed envelope to the Pew Partnership for forwarding to the independent evaluator. The facilitator should also complete the third survey to share his or her perspective on the program.

Please keep in mind that participants may not be able to provide answers to all of the questions asked on these surveys. However, please encourage them to answer as many as possible as this will allow us to more accurately assess the impact the program has had.

Mail completed evaluation forms to:

Dr. F. Richard Rohs
c/o Pew Partnership for Civic Change
5 Boar's Head Lane, Suite 100
Charlottesville, VA 22903

If you have any questions about administering the surveys, please contact the Pew Partnership for Civic Change (mail@pew-partnership.org). Pew Partnership staff will work with the independent evaluator to clarify any issues that arise in administering the evaluation.

Your help in implementing the LeadershipPlenty® program and collecting this information is greatly appreciated.