**Sun Associates -- Evaluators Training**

***Sample Agenda – Day 4***

**Day 4 – Creating Findings and Recommendations**

I. Review of Evaluation Progress to Date

* Team Report Out
	+ Data collection activities -- Challenges? Questions?
* Overview of Program/Daily Agenda

II. Developing Findings and Recommendations

* Basic logic (comparing data to indicators)
* Mapping data to indicators (working an example)
* Language and wording

III. Team Work

* Review and discuss data with Sun Associates
* Develop Findings and Recommendations for Your Data

(LUNCH)

IV. The Value of the Final Report

* Traditional Purposes
* Formats (written, presentation)
* Sample
* Planning and Logistics around Creating Your Report
* Continuing your evaluation

V. Team Work to Develop and Assign Final Details

* Who’s responsible for writing what parts of the report?
* Timeline?

V. Debrief/Discussion

* Reaching Clarity on Your Remaining Evaluation Work
* Completing OUR evaluation of this program
* Next Steps?