



# EBU TRAINING LIMITED

Global Training Solutions

## PLANNING AND MANAGING PROJECT EVALUATION

### A 2-Day Course

*This course is also available as a bespoke training event*

Most funding contracts require projects to carry out evaluation as part of the delivery process; indeed proposals have to set out their evaluate plan and many contracts incorporate outcome payments against the evaluation strategy, interim and final reports. Evaluation is more than an end of contract report – done effectively evaluation can assess the success of the interventions achievements and place a value on the grant investment – providing applicants with valuable evidence for future bidding and tendering.

This 2-day course is designed for staff involved in managing and/or delivering skills and economic regeneration Programmes and Projects funded through various sources – EU, national and charitable. The content covers both the theoretical and practical aspects of undertaking programme and project evaluation. It covers the different styles of evaluation, how value for money is assessed using deadweight, displacement and leakage models and the various comparator methods that can be applied plus the evaluation data tools and techniques projects might choose to apply. As well as covering knowledge content the course structure is practical and “hands on” with the aim of helping participants undertake their own evaluations or knowledgeable commission external agencies. All delegates will receive a comprehensive course pack which includes a CD library of essential reference documents complete with evaluation tools and templates for future use.

The course is scheduled to start at 11am and end at 4.45pm on Day One and will resume on Day Two at 9.15am and will close at 3.30pm. A full programme will be sent with the joining instructions. Certificates of attendance will be provided on completion of the course.

### Participants will learn:

- The basic principles of evaluation – scientific, evidence based
- The role of evaluation within project delivery – outcome/result and impact measurement
- How to identify relevant baselines, performance measurement indicators and success factors
- How to measure deadweight, leakage and additionality
- Best methods for gathering and using project data - formative and end of project reporting
- How to scope and plan your own evaluation strategy

### Who should attend?

- Project and team members involved in delivering skills and regeneration projects
- Managers and other staff with responsibility for applying for project funding through bidding or tendering
- Development, appraisal and monitoring officers with contract or project management responsibilities
- Fund holder staff with responsibilities for programme management

### Course Trainer

The course will be delivered by *Anne Eastwood* or *Stefan Sykes* of Kalliopi Associates Ltd. Please see their profiles on our web site under “Who are we?”.