

**Hartford Foundation for Public Giving**

**Nonprofit Support Program**

**Building Evaluation Capacity (BEC) Program**

**Class of 2017, Session 3**

February 24, 2017

**AGENDA**

**DOCUMENTING SERVICE DELIVERY, DATA COLLECTION OVERVIEW, SURVEY DEVELOPMENT**

|  |  |
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| 8:30 | Welcome and Gallery Walk |
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| 8:50 | Documenting Service Delivery |
|  |  |
| 9:10 | Data Collection Overview |
| 9:15 | Survey Development |
| 9:30 | **Survey Critique Activity (Survey Goof – Activity B2, handout B1)** |
|  |  |
| 9:55 | BREAK |
|  |  |
| 10:05 | Using Surveys For Evaluation Data Collection: Types and Sampling |
|  | **Sampling Activity** |
| 10:55 | Using Surveys for Evaluation Data Collection: Admin and Response |
|  | **Response Rate Activity** |
|  |  |
| 11:15 | **Work Session: Survey Critique or Development + Initial Thoughts** |
|  |  |
| 11:40 | Introduction to Analysis |
|  |  |
| 11:50 | WRAP UP Q/A (final feedback) |
|  | **HW: Work on INITIAL THOUGHTS (due 3/5/17)**  **Development of own survey instrument (due by 4/11)** |

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Anita Baker

Evaluation Services

www.evaluationservices.co