



## Activity Oriented Evaluation

**In an upcoming workshop, participants will outline specific plans for the future and they should have these plans to take home. As the instructor however, I need to know whether they have incorporated fundamental features in those same plans. Is there an easy way for both of us to have copies of these workshop plans?**

Many Extension programs related to finances, leadership lessons, and management include hands-on planning for participants. There is a hassle free technique whereby participants can give the instructor a copy of plans and yet keep a copy for their own consultation.

Provide participants, whether they are working as a group or as individuals, with paper on which to draft the action plans and include sufficient space for answers. Include directions even if you also give them orally. If you use what is called "carbonless paper" consisting of two thin sheets of paper attached on one side, whatever is written on the top sheet automatically appears on the second, which then can be peeled off. Have the directions for developing the plans *printed* on the top sheet ahead of time.

At a Latino satellite workshop conference, planners not only included room on the carbonless paper for a plan of action but quantitative evaluation questions about the workshop as well. Response rate was good. Handwriting could be read without difficulty. The price for this easy-to-use paper was not prohibitive.

If you supply camera-ready copy to the Multimedia & Print Center at Penn State University, the approximate price for printing in 2005 is \$2.05 for 50 copies and \$14.00 for 500 copies. Please call (814) 865-7455 or visit <http://www.multimediaprint.psu.edu/printing/> for the latest printing rates.

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Available at: <http://www.extension.psu.edu/evaluation/pdf/TS18.pdf>

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