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| **Session** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **9.00 – 9.30** | **Start at 9.30am** | **Learning review** | **Learning review** | **Learning review (optional)** |
| **9.30 – 10.40** | Welcome & introductions  Expectations & overview of training  Jargon busting | Developing indicators  Presentation & practical exercise | More complex approaches to measuring outcomes and impact (e.g. Outcome Mapping, Organisational capacity assessment tools) | Purposes and different types of evaluations  Evaluation criteria – linking to Belgian certification process |
| **10.40 – 11.00** | **Break** | **Break** | **Break** | **Break** |
| **11.00 – 12.30** | Importance of planning for effective M&E: Theory of Change (overview and reviewing examples) | Making sense of M&E at portfolio level – indicators vs learning questions  Presentation and practical exercise | More complex approaches to measuring outcomes and impact (e.g. Case studies, Most Significant Change, Impact Grid) | Managing effective evaluations (case study)  Practical exercise using participants’ examples: Developing a ToR |
| **12.30 – 13.30** | **Lunch** | **Lunch** | **Lunch** | **Lunch** |
| **13.30 – 15.00** | Theory of Change: Practical exercise developing/ reviewing ToCs using participants’ examples | Data collection methods and tools: Participatory approaches – overview & practical exercise | Data Analysis: steps in analysing quantitative & qualitative data  Presentation and practical exercise using case study | Encouraging evaluation uptake and use:  Utilisation-Focussed Evaluation  Management response |
| **15.00 – 15.20** | **Break** | **Break** | **Break** |  |
| **15.20 – 16.45** | Developing ToCs (con’d)  Reviewing ToCs and using them for Evaluation and impact assessment | Measuring change – the challenge: attribution vs contribution (RCT and Contribution Analysis) | Optional: Peer Learning Session – sharing data collection methods and tools | Encouraging evaluation uptake and use: Reporting change; Sharing results  Action planning for improved M&E |
| **16.45 -17.00** | **Feedback & close of day** | **Feedback & close of day** | **Feedback & close of day** | **Training Evaluation & Close** |

# M&E Training for

# NGO Federatie

## 2 - 5 October 2018

**Trainer: Alison Napier**