

Evaluating Group Session Guides

Session: _____



Does the session guide meet the following criteria?	Yes	No	Notes
The session focus is clearly defined (target audience, session goal, and key content)			
Session objectives identify desired behavior changes. (See Page 2 Evaluating Objectives)			
Session content is relevant, evidence based, and consistent with WIC recommendations			
Session logistics are identified (location, time preparation, and materials needed)			
Learning activities help participants meet the session objectives			
Learning activities support Adult Learning <ul style="list-style-type: none"> • Respect • Immediately meaningful • Safety • Engaging 			
Learning activities involve different learning styles <ul style="list-style-type: none"> • Hear (Auditory) • See (Visual) • Do (Kinesthetic) • Read 			
Instructions for learning activities are complete and clear			
Learning materials are relevant to the objectives and there is a plan for how participants will interact with the information			
Sample open ended questions are included and provide an opportunity for participants to be involved with their own learning			
Session guide provides facilitators with the information they need to ensure important concepts are covered			
Opening, closings, and transitions are planned			

Evaluating Objectives



Do the objectives meet the following criteria?	Yes	No	Notes
Include CAB : Conditions or circumstances Audience Behavior (Use verbs that are observable)			
Session objectives easy to understand			
The objectives can be accomplished in the time and environment the session will occur			
Objectives are specific enough that the results can be observed (Since you cannot observe that someone “knows” or “understands”, use an action that demonstrates that the participant knows or understands.)			
Objectives state only one result to be accomplished			
The objectives are realistic for participants to attain			
Some objectives move participants to higher levels of learning and engagement <ol style="list-style-type: none"> 1. Knowledge 2. Comprehension 3. Application 4. Analysis 5. Synthesis 6. Evaluation 			
Various types of objectives are included Head – increase knowledge Heart – change attitude Hand – practice new skills			

