ASSESS TO BE THE BEST!

1. **Goals**: (learning or operational) are general, broad, often abstract statements of desired or intended results.
   …will be able to determine
   …will have in place
   …will have developed ______ plans
   …will provide ________ information
   …will be able to ascertain…
   …will provide timely and effective…

2. **Outcomes**: benefits or changes for students after participation in a program. Outcomes may relate to behavior, skills, knowledge, attitude, values, condition or other attributes.
   …students, after participation in the ________ seminar will be able to list possible ________
   Outcomes must be observable and measurable.

3. **Evaluation Strategy**: specific methods to evaluate the degree to which outcomes are being achieved.
   Brief surveys
   Observation
   Interviews
   Focus groups
   Tracking

4. **Method of disseminating and using information for improvement**: Who is looking at it? Who is reflecting on it? And, what are they doing about it?
   Staff meetings
   Retreats

5. **Summary of results**: What is important?

6. **Actions taken**: Any changes made as a direct result of the results obtained.
   Policy change
   Content revision
   Resource allocation