**Sun Associates -- Evaluators Training**

***Sample Agenda – Day 3***

**Day 3 – Learning How to Collect Data**

I. Review of Evaluation Progress to Date

* Team Report Out
	+ Your central claim
	+ Your indicators
	+ Your questions
* Overview of Program/Daily Agenda

II. Focus Groups

* A Model Group
* Discussion

III. Interviews

* Model Interview
* Discussion

IV. Surveys

* Samples
* Discussion

V. Developing an Evaluation Timeline

* Logistics
* Responsibilities

(LUNCH)

VI. Team Work

VII. Debrief and Next Steps

* Questions and Concerns?
* Clarifying and Reviewing Data Collection Timeline/Responsibilities
* Pick next meeting date