

## FACILITATORS GUIDE AND CHECKLIST

The purpose of this checklist is to provide facilitators of PPI-related training and events with some simple guidance to effectively administer evaluation surveys to participants of their training sessions.

This resource has been created with the intention to serve as a living document. A living document is a document that is continually edited and updated over time. As such, feedback on this guidance document is very much welcomed. Please email feedback to [ppi@universityofgalway.ie](mailto:ppi@universityofgalway.ie)

### Why evaluate?

The over-arching goal of PPI training is to build awareness and capacity in PPI across Ireland.

#### Evaluating our training activities will provide us with data to:

- improve our training offering/delivery
- demonstrate the breadth and quality of training provision across the network
- understand how training benefits participants and their research

#### For PPI training providers/ facilitators

- Are we providing training that is appropriate and effective for the participants?  
If not, why not?
- Do participants appreciate and enjoy the sessions? If not, why not?
- Are participants learning something new/ building their PPI capacity?
- Is the training meeting the goal of the specific training activity?
- Is the training offered adhering to the values and principles that underpin PPI?

#### Evaluation can also address broader questions for the wider PPI Ignite Network

- Are we engaging a wide variety of groups with our training activities across the wider Network?
- Are we raising the level of awareness of PPI in Ireland?
- Are we making a difference?

## FACILITATOR CHECKLIST

### Ahead of Training Event

- Select relevant questions from the question bank for inclusion in your survey. Consider who will be involved in the session you are facilitating.
- Set up survey on MS Forms or Google Forms (depending on your institution's requirements), including information and a consent form on the opening page of the survey where necessary.
- Send email to registered participants with the link to the participant information sheet about the study and survey (See Appendix A below for a draft text for this email).
- Include a slide in the presentation (if applicable) on the training evaluation rationale etc. (See here for draft slide to include).
- While planning out your session, incorporate time (if possible) within scheduled training time for participants to complete your survey form.

### During the Training Event

- Discuss with the group why you are asking participants to fill out surveys - for participants, for facilitators, for the Network (e.g. improving our training offering and facilitation, reaching different groups, providing further space for people to have their say on the development of PPI in Ireland).
- If online, put link to the survey in the chat function towards or at end of the session. A QR code can also be provided as a link to the survey and displayed on screen as part of your slide presentation, or provided as a paper handout to pass around participants.
- Provide hard copies of surveys for those who would rather complete the survey in this way, remember to have some pens available!

### After the Training Event

- Send a reminder to participants to thank them and ask them to complete the survey if not done as part of the training session (TIP: you could schedule these reminders to go out a few days ahead of time).
- Take time to reflect on the session yourself, and to analyse the feedback provided.

## PRACTICAL TIPS FOR EVALUATION

Below are some practical suggestions and advice on effectively evaluating training, including some of the lessons we have learned to date.

<b>Know your ‘why?’</b>	Articulate clearly why you are asking participants these specific questions. At a fundamental level, what do you most want to know?
<b>Know your audience</b>	Adapt the questions and evaluation format to suit your participants.
<b>Plan ahead</b>	Where possible, signpost the evaluation to your participants ahead of the session.
<b>Create time</b>	Allow time within your training session for completion of the evaluation. This particularly important if the evaluation format requires extra time, such as using a QR code to access a survey or setting up a voice-recorder to capture feedback.
<b>Follow-up</b>	Always follow up with reminders to complete the post-session surveys or other evaluation methods.
<b>Be consistent</b>	Use the same questions each time where possible – for effective data analysis and to properly collate data across numerous evaluations.
<b>Mind your data</b>	Store your data safely, efficiently and consistently in line with GDPR and relevant consent received.
<b>Make analysis a habit</b>	Analyse your findings regularly to see where you can make changes in real time to improve training delivery and impact.
<b>Reflect</b>	Communicate your findings to participants where appropriate, for example in the formative evaluation of multi-session training activities.
<b>Communicate</b>	Don’t forget about you. Reflect on how you felt the session went, even keep a reflective log of the training sessions, and your own thoughts on the evaluation findings, in line with reflexive best practice in research.

## ROADMAP

### Evaluating PPI training – A roadmap for facilitators



## APPENDICES

### Appendix A - Draft text for email ahead of session (feel free to edit):

Dear colleague

Thank you for agreeing to participate in our upcoming training session. We look forward to welcoming you to [enter name/details of training session].

Upon completion of the training we will be conducting a survey to explore how you felt about the training.

We evaluate the training we offer to better understand the impact our training can have for participants, so we can continually improve. There is of course no requirement for you to take part in this survey, but it would be of great benefit to gain your perspective on how you think the training was delivered and what you took home from it. [or please see enclosed, if paper-based communication is being used]



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