



**TRAINING OF TRAINERS**  
for ERASMUS+: Youth in Action Projects

TOT EVALUATION AND COMMUNICATION STRATEGY  
**OVERVIEW 2017**

## TOT EVALUATION INSTRUMENTS

### **1. Online Evaluation Questionnaires after each Seminar**

Online questionnaires applied after each seminar with a focus on the specific objectives of that seminar and on the overall learning experience of each participant. The evaluation is used for the team to prepare next editions and this information is extracted to seminar reports (n°2).

### **2. Individual Seminar Reports**

Seminar Reports integrate the online evaluation above and are completed with Information about ToT aims, target group, participants' evaluation, program implemented, new developments and team's assessment. This report is shared with SALTO and NA's.

### **3. Pre-Post evaluation Questionnaire at the end of each edition**

Quantitative evaluation of participants' learning evolutions shared with SALTO and NA's. This information is combined with the report of seminar III.

### **4. Team meetings during the seminars (comments on detailed program)**

Regular meetings among the trainers team serve to assess the program day-by-day. That evaluation is reported in the notes section of the teams' script and summarised in the individual seminar reports (n°2).

### **5. Team Self-assessment and team feedback**

We see ourselves as a learning team and therefore have regular team-days focussing on our team work and individual development, planned before or after seminars and before or after prep-meetings.

### **6. Prep meeting before each Seminar**

Separate meeting approx. 1,5 months before each Seminar, where the team looks at previous assessments and adapts the program to (the needs of) the group for next seminar.

## TOT COMMUNICATION

<b>Communication Instruments/channels</b>	<b>Target</b>
1. <b>Newsletter (1 per year)</b>	SALTO, all NA's, PUBLIC
2. <b>Individual Seminar Reports</b> (the 3 <sup>rd</sup> one including information about the whole ToT)	SALTO, all NA's
3. <b>Facebook Group</b>	Participants
4. <b>ToT Library</b>	Participants + ex-participants
5. <b>Facebook page</b>	PUBLIC
6. <b>SALTO pages</b>	PUBLIC
7. <b>New logo/image from 17/18</b>	PUBLIC
8. <b>E-mail</b>	SALTO, Team, NA's, Participants