

# CSPD WORKSHOP CHECKLIST

For each training put together a **folder** with the following items:

- CSPD Activity Evaluation Plan**
- Registration form**
- Sign in sheets** (yellow)
- Outcome Evaluation** (blue) -1 per participant to be filled out at time of workshop
- Impact Evaluations** (pink) -1 per participant to be folded and sent out 6 weeks after training - be sure to note on bottom of form or affix a label on the back of form (so it can be folded and mailed) as to where to return impact evaluations
- Name tags**
- Copies of **State CSPD and/or Regional CSPD flyers**

## **At time of workshop**

- Fill out CSPD Activity Evaluation Plan
- Have participants
  - o Fill in sign in sheet
  - o Address impact evaluation to themselves
  - o Fill out outcome evaluations
- Compile results of Outcome Evaluations on Outcome Evaluation summary (see attached pg. 3 )

## **Follow-up/ Impact Evaluation:**

- 6 weeks after training-** send impact evaluation (pink)

**Return all information:** Once you have received impact evaluation (allow 2 weeks)

- Compile results of impact evaluation in Impact Evaluation Summary (see attached pg. 4)

## **Return the Inservice Packet including:**

- Copy of advertisement/ flyer about training
- CSPD Activity Evaluation plan
- Sign in sheets
- Outcome Evaluation Summary
- Impact Evaluation Summary

Return Inservice Packet by \_\_\_\_\_

Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Questions? Contact : \_\_\_\_\_