

## ESSENTIAL SKILLS SERIES

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ESS is a 4 day course that was developed by the Canadian Evaluation Society to provide participants with a basic understanding of the main models and practices associated with the profession of evaluation.

**Specifically, participants will be able to describe in basic terms:**

- the uses and benefits of evaluation
- common settings in which evaluation takes place
- where evaluations and performance monitoring fit in the program cycle
- underlying theories related to evaluation, and their implications
- the historical and technical context in which evaluation takes place
- the range of terminology used in evaluation
- causes of, and responses to, resistance
- potential misuses of evaluation
- cultural considerations in conducting evaluations
- ethical considerations with respect to evaluation
- evaluation standards
- evaluation as a profession
- the role of CES, including the CE system
- special applications of evaluation
- the relevance of, and processes associated with,
  - identifying evaluation objectives
  - identifying and engaging evaluation clients and stakeholders, and establishing roles
  - develop a program profile
  - creating evaluation questions and indicators
  - common data collection methods
  - creating an appropriate and valid evaluation design, including the selection of data collection methods
  - collecting data, including performance monitoring
  - data management
  - assessing data quality
  - data analysis, including cost effectiveness analysis
  - determining evaluation scale and budget
  - project management
  - synthesis of evidence leading to the development of conclusions and recommendations
  - evaluation reporting and dissemination

**and, gain elementary experience in:**

- creating logic models
- developing indicators
- question construction
- creating an evaluation matrix
- writing findings statements
- creating a reporting plan