

**REGIONAL TRAINING FOR EXTERNAL EVALUATORS  
ORGANIZED BY EDUCATION REFORM INITIATIVE OF SOUTH EASTERN EUROPE  
MODULE 5: EFFECTIVE COMMUNICATION AND REPORTING**

<b>TRAINERS</b>
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<b>DURATION</b>
<b>Face-to-face hours:</b> 3h (180m) <b>Self-study time:</b> 0,5h (before the in-presence session)

<b>PARTICIPANTS</b>
<b>Number of trainees:</b> 25

<b>OBJECTIVES</b>
<p><b>This training activities will:</b></p> <ul style="list-style-type: none"> <li>- Systematise the primary writing style features of external evaluation reports.</li> <li>- Outline the characteristics of clear and actionable/impactful reports.</li> <li>- Present ways to triangulate and synthesise data collected to produce fair and valid evaluative judgment.</li> </ul>

<b>CONTENTS</b>
<ul style="list-style-type: none"> <li>- Primary writing style features of external evaluation reports.</li> <li>- Producing evaluative judgments by triangulating data collected from different sources of information.</li> </ul>

<b>ACTIVITIES AND LEARNING OUTCOMES</b>		<b>DURATION</b>
<b>Section 1</b>	<p><b>Learning outcomes - at the end of this section the trainees will be able to:</b> Correctly identify the required writing style characteristics of an EE report. Critically analyse the quality of an EE report and recognize the adequacy of the writing style. Produce evaluative judgments by triangulating and synthesizing data collected from different sources of information.</p>	
	<p><b>Step 1:</b> Before the training session, trainees read the theoretical support texts (5.1) (self-study time).</p>	
	<p><b>Step 2:</b> The trainer projects the PowerPoint (5.2) presentation and presents the work schedule for the development of Module 5, its contents, and objectives.</p>	5 min
	<p><b>Step 3:</b> Brainstorming – trainees indicate the required writing style characteristics of an EE report – cloud using Mentimeter (or equivalent software, or post-its, or whiteboard).</p>	10 min
	<p><b>Step 4:</b> Lecture: the trainer provides theoretical knowledge about external evaluation reports (quality and writing style)</p>	15 min
<p><b>Step 5:</b> Case study 1 - in groups of 4/5 people, trainees will critically analyse sections of fictitious EE reports according to script with task guidelines (5.3).</p>	40 min	

	<p><b>Step 6:</b> Case study 2 - in groups of 4/5 people, trainees will compose sections of EE reports using evidences provided in module 3, and excerpts of fictitious interviews transcripts (5.4), according to script with task guidelines (5.5).</p> <p><b>Step 7:</b> The spokesperson presents the group's conclusions to the plenary (6 min each).</p> <p><b>Step 8:</b> The trainer synthesizes the ideas using the PowerPoint presentation.</p> <p><b>Step 9:</b> Q&amp;A and feedback: the trainer asks the trainees if they have further questions and closes the training section.</p> <p><b>Step 10:</b> Formative self-assessment form (5.6).</p>	<p>60 min</p> <p>30 min</p> <p>10 min</p> <p>5 min</p> <p>5 min</p> <p><b>180 min</b></p>
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**MATERIALS**

- 5.1 Support text no. 15: *Report writing*
- 5.2 PowerPoint presentation
- 5.3 Sections of fictitious EE reports
- 5.4 Excerpts of fictitious interviews transcripts
- 5.5 Script with task guidelines
- 5.6 Formative self-assessment form

**BIBLIOGRAPHY**

**Essential:**

EQET SEE (2022). *Regional standard of competences for external evaluators, ERI SEE.*

<https://eqet.erisee.org/publications/>

Support text number 15

**Further reading:**

Council of Europe (n.d.). *Quality Assurance Checklist for Evaluation Reports.* <https://pjp-eu.coe.int/documents/42126331/99286569/Appendix+3+-+Quality+Assurance+Checklist+for+Evaluation+Reports.pdf/89d3504f-affc-0b90-87fa-ec4190c5dd7a>

Sanders, J.R. (1994). *The program evaluation standards: how to assess evaluations of educational programs.* Sage.

UNESCO (2023). *UNESCO Evaluation Manual.* <https://unesdoc.unesco.org/ark:/48223/pf0000383948>

UNICEF (2017). *UNICEF-Adapted UNEG Evaluation Reports Standards.*

<https://www.unicef.org/evaluation/media/816/file/UNICEF-Adapted-UNEG-Evaluation-Report-Standards.pdf>

United Nations Evaluation Group (2020). *UNEG Ethical Guidelines for Evaluation.*

<https://www.unevaluation.org/document/detail/2866>

World Bank Group (1999). *Sample form of evaluation report: selection of consultants.*

<https://documents1.worldbank.org/curated/en/593311467991040419/pdf/multi-page.pdf>