

## **"HOW TO" EVALUATION:**

1. Divide the blackboard or flip chart paper into two columns and label them "Strengths" and "Problems to be Solved."
2. Ask participants to brainstorm both the good things about the program and the things that need improvement. - These problems to be solved should be expressed by a "how to" statement, in other words, "how to provide hot food at lunch time" or "how to provide participants with written materials before the session begins."
3. Although participants may need help at first with this kind of phrasing, they will soon develop a knack for it and discover that they have started to suggest their own ideas for how these problems can be solved.
4. Such an evaluation focuses on solutions instead of simply airing dissatisfaction with the program, which increases participants' sense of responsibility for the activity and is easier on the facilitators' feelings, as well.