

Youth Club Young Volunteer Handbook

Task Training



Planning & Evaluation

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Youth Club Young Volunteers Task Training – Planning & evaluation

Training Plan

Aim: To introduce the participants to the link between planning and evaluation.

Learning Outcomes: By the end of the session the participants will:

- understand the planning cycle
- have used the how “What, Who, With, By when, How, Where’ method to plan a trip
- understand the importance of evaluation
- design an evaluation method for their project.

Time: 90 minutes

Group size: 4 – 6

Venue: Medium sized room with chairs

Materials:

- flipchart stand, paper and pens
- Planning cycle handout
- Pyramid Programme Planning handout
- Activities for Youth Club? Handout
- A4 paper and pens
- Prepared flip charts
- Evaluation plan.

TIME	WHAT	WITH
5 mins	Introduction: Outline what’s happening this evening and briefly go over ground rules about listening and respect.	
5 mins	Why Plan?: Ask the group “why plan?” looking for the answer “so you know what you’re doing” and then ask “Why evaluate?” looking to get the answer “so you know what you’ve done and achieved.”	
10 mins	What sort of things are planned for youth club?: Input on short, medium and long term planning - put the Pyramid Programme Planning handout on to a flip chart and go through it - give handout. Also give out the ‘Activities for Youth Club?’ handout, to show the variety of things that can be done. Discuss the need for variety, equal opportunities, participation by young people, consultation and any limitations. Tell the group that we are focussing on project planning and evaluation.	Pyramid Programme Planning handout ‘Activities for Youth Club?’ handout
10 mins	Planning Cycle: Take the group through a planning cycle (see attached handout), give handout. Stress that the key to evaluation is knowing what you want to achieve in the first place – then you can judge against these measures. Take questions.	Planning cycle handout.
20 mins	Practical Planning: Split the group into threes and tell them that they are going to plan a trip to Alton Towers because young people in their unit / project have requested it. Flip chart the words “What, Who, With, By when, How, Where” to focus their thinking. They need to break down the ‘what’ into manageable tasks, then do the rest. They have 10 minutes to do this. Go round each group and help.	Prepared flipcharts.

TIME	WHAT	WITH
20 mins	Go back to the planning cycle – explain how the exercise has completed step 1 and some of step 2. Explain that in order to complete step 2 they need to state what they want to happen with their trip – e.g. numbers, behaviour and that these ‘targets’ need to be specific – this way, both planning and evaluation are easier as they know what they are trying to do and measuring success against. Go through the example on the sheet. Ask the group to come up with their own ‘performance indicators’.	Evaluation plan.
15 mins	Ask the groups to feedback “What, Who, With, By when, How, Where” plans and their evaluation plans. Discuss similarities and differences.	
5 mins	Evaluation: Write the session aim and learning outcomes on a flipchart (see below) and ask the group to write their views about how far these have been achieved on the flip charts.	Prepared flipchart (see below)

Aims: To enable participants to undertake project planning and evaluation.

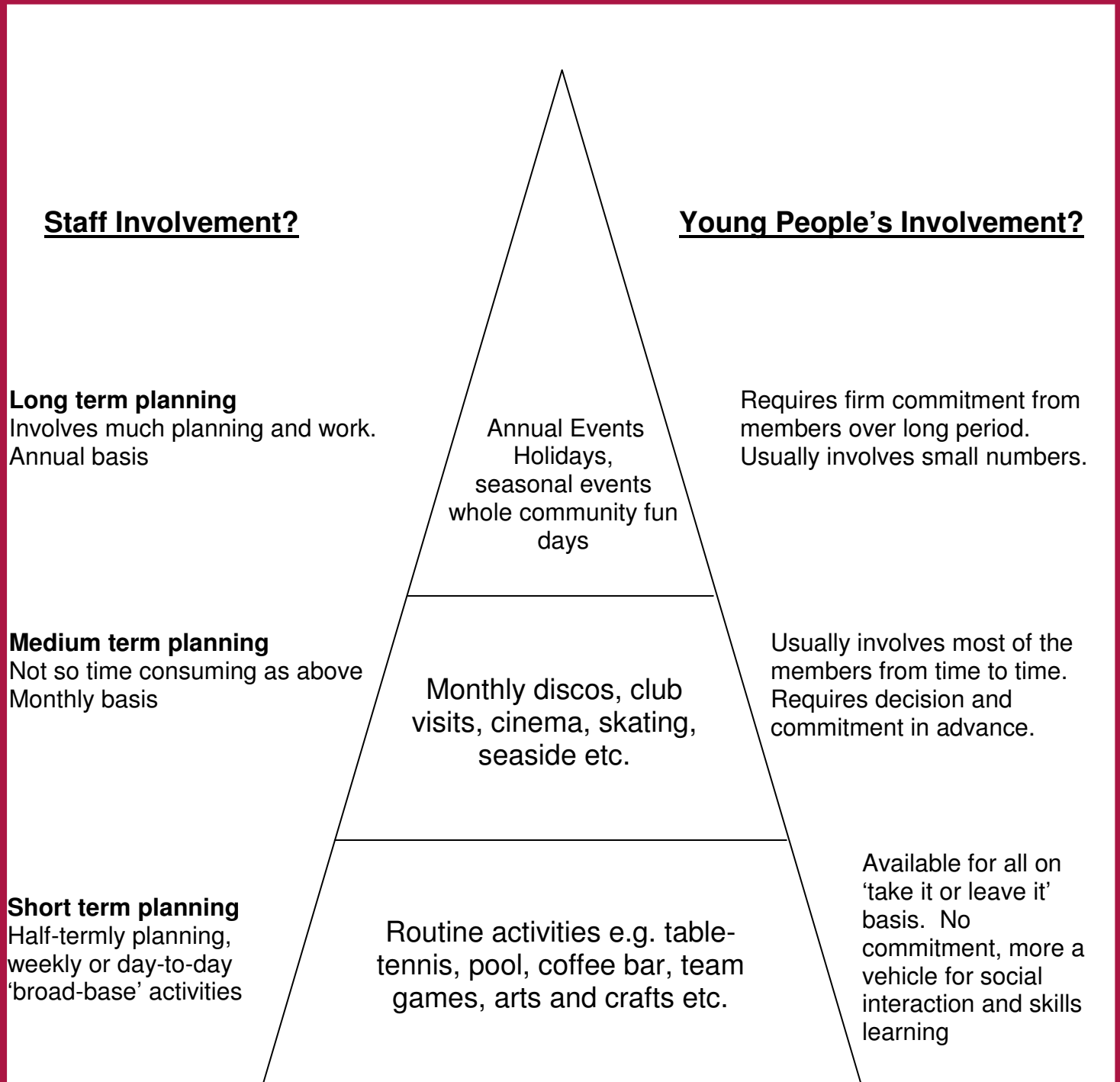
Learning Outcomes:
By the end of the session the participants will:

- Understand the planning cycle

- Have used the how “What, Who, When, Why, How, Where” method to plan a trip

- Have designed an evaluation plan for the trip

Programme planning pyramid



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Activities for the youth club?

Abseiling Athletics Astronomy Art Archery
Angling Animal care AIDS information Alcohol
education Anti-sexism and Anti-racism work
Assertiveness training Athletics

Barbecues Baseball Basketry Bingo Billiards
Boating Badminton Board games Board sailing
Bowling Bobsleighbing Brass-rubbing Badge
making

Camping Canoeing Canoe building Carpentry
Climbing Croquet Chess Caving Circuit
training Circus skills Computers Cycling
Cookery Crafts Conversation Collections
Concerts Cross-country running Card games
Curling Conferences Candle- making Country
dancing Community action

Debates Darts Dancing Discos Drama Drugs
education DofE Award Draughts Diving
Displays Driving Dinners Discussions Disability
awareness Dominoes

Exchanges Equal opportunities Expeditions
Exploration Environmental projects Exhibitions
Enamelling Eating out Entertaining

Football First aid Films Face painting Fencing
Fetes Flying Fairs Fishing Folk dancing Film-
making Five-a-side Fun run Festivals Fund
raising

Gardening Games Gambling awareness Girls
work Gymnastics Gliding Going places Guitar
playing Golf

Hiking Hockey Holidays Horse riding
Homelessness issues Health education
Hospital visiting Handball Handicrafts

Ice-breakers Interviews Ice-skating Inter-club
visits Inflatables Information services It's a
knockout Initiative tests ICT

Judo Jazz Junior clubs Jogging Joinery
Jumble sales Jewellery-making Junk
sculptures

Keep-fit Karting Kite-making Karate

Land yachting Leatherwork Life-saving
Lacrosse Lawn tennis

Martial arts Members' committees Marathons
Mountain safety Music Magazines Motor
cycling Music Money raising Mountaineering
Make-up

Netball Night adventures New games Nature
New year party

Outdoor education Outings Ornithology
Orienteering Open nights

Parachuting Parachute games Polo
Parascending Public speaking Participation
Pen friends Parenting Programme planning
Projects Photography Pottery Printing Plays
Pole-vaulting Parents' evenings Painting
Political education Public relations Pony-
trekking Pot-holing

Quiet rooms Quizzes Quoits Question and
answer sessions

Rambling Real tennis Rounders Rowing
Rugby league Rugby union Recycling
Residential weekends Road safety Roller
hockey Rural youth work Reading Rifle
shooting Roller-skating Road-running

Sailing Self-defence Sex education
Scavenger hunts Singing Skating Squash
Surfing Silkscreen printing Square dancing
Stamp collecting Swimming Skating Sketching
Sand-yachting Survival training Snooker
Scrambles Sponsored walks Spiritual
development Secondhand markets Ski-ing
Skateboarding Social education Solvent abuse
advice Speedway

Table tennis Tennis Tenpin bowling Theatre
visits Tombola Treasure hunt Trampolining
Travel Tie-dying Tobogganing Table games
Tug of war Trivial pursuits

Unihoc Understanding communities Use of
local resources Unusual angle photographs

Video workshops Volleyball Volunteering

Water ski-ing Welfare work Working holidays
Water sports Woodwork Work camps Weight
lifting Writing Working in the community

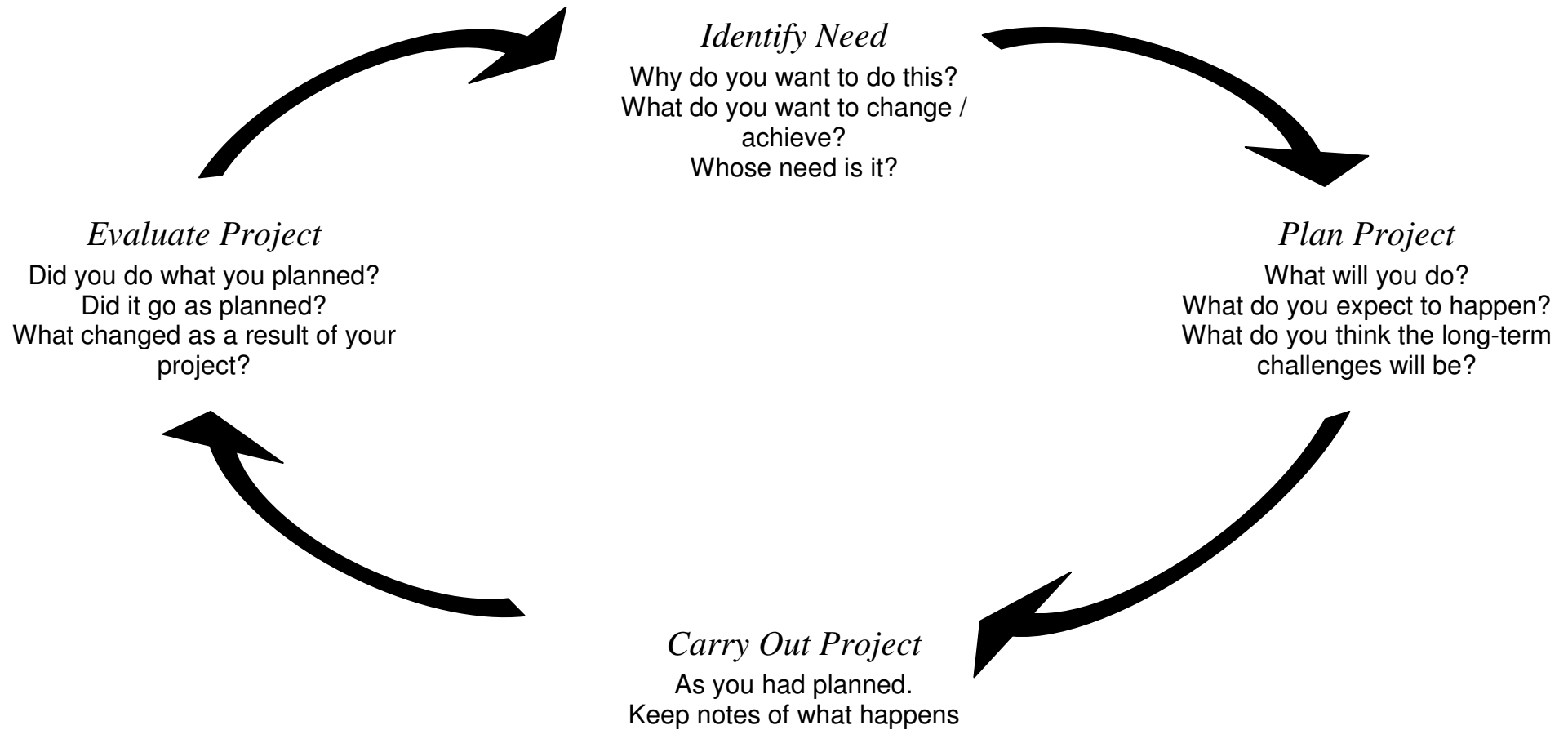
Xmas crafts Xylophone lessons

Youth hostelling Yoga Youth work training

Zoo visits Zodiac studies Zany ideas

**And any more you can think
of!!!!!!!!!!!!!!**

Planning cycle



Evaluation Plan

Brief project description:
<i>Trip to Alton Towers</i>
What do you want to achieve overall?
<i>A fun trip for the whole club that pays for itself.</i>
What will you do?
<i>See planning flipchart</i>
How will you know that you have achieved what you set out to do? List your 'targets' below:
1. <i>That 30 young people go on the trip.</i>
2. What timescale – when will it happen by?
3. How will you know young people enjoyed it?
4. What about funding? The trip should pay for itself, does it include worker time?
5. How will you judge young people's behaviour?
6. Anything else?