PHILIP VASSALLO, ED.D.

WRITING MANAGEMENT, DESIGN, INSTRUCTION, AND ASSESSMENT
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Evaluation Report Writing

Audience	Managers and technical staff who review agencies, programs, or employees, and who write reports, develop action plans, and assess management responses
Duration	Two days
Description	This interactive program is designed to guide participants through the evaluation writing process. Working on several case studies, participants will employ a process for drafting and polishing project and program evaluation reports.

Scope

- Distinguish among the objectives of three types of evaluation reports
- Define critical terms that clarify evaluative reports
- Determine the perspective, outcomes, criteria, outline of an evaluation report
- Manage validity and reliability issues related to report data
- Create a credible matrix to ensure project or program integrity
- Structure, draft, and assess content efficiently
- Balance objective and interpretive language to address your stakeholders

Format	This course can be delivered in a paper or computer-assisted format.

Materials

- *Evaluation Report Writing* course manual
- *The Art of E-mail Writing* by Philip Vassallo

Enrollment	Limited to 12 participants
Consultant	Philip Vassallo, Ed.D.
Assessment	Pre-course customized *4S Writing* assessments of participant-submitted samples (add one-half consulting day)