

IO3 - Evaluation of the impact of the delivered training courses- guidelines

Overview

Each partner shall collect feedback at the national level from the piloting training modules and its methodology. The goal is to develop an impact assessment **to evaluate the training modules and methods on business advisers and the entrepreneurs themselves**. Moreover, it will help ACCESS partnership to plan better, implement more effectively, and successfully bring initiatives to scale.

To be more specific, the impact assessment aims to measure:

- the personal skills and professional impact on entrepreneurs;
- the personal, social and professional impact on the business advisers/coaches;
- the development of professional competences of the entrepreneurs/business advisers.

In this sense, CPIP and Aproximar developed creative methods to make the assessment more dynamic and accessible to all participants, such as the learning log, two questionnaires (one for business advisors and the other for the entrepreneurs), sorting cards, and the one minute paper. The first is a skills assessment framework documenting the journey of the entrepreneurs, in which they have to describe the training, their expectations before the training, their actual leanings, and how they will apply their learnings. The second is to analyze and measure the potential impact of the ACCESS methodology on the personal and professional life of the business advisors and entrepreneurs from marginalized groups. The third is a dynamic activity to evaluate the information the entrepreneurs acquired, in which they are supposed to choose four images (cards) that help them define the impacts of the Access Enterprise program, and then, share with their colleagues. The last is to gather the primary feeling of the business advisors about the training and their impact on helping the entrepreneurs.

Impact Assessment: Step by Step

Although there are four types of assessments, **there is no need to use all of them**. The organizations may choose to use at least two out of the four assessments.

The **LEARNING LOG**'s idea is to stimulate the participants to go over all their steps in the training process, and therefore, share their thoughts with the organization. There are four steps to go through:

1. What was the development activity?
2. What was I expecting to learn?
3. What have I learned?
4. How will I apply this learning?

This activity gives an excellent opportunity for the participants to provide feedback to the organizations by demonstrating their critical thoughts about the content used in training. **It is mainly for Entrepreneurs!**

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Regarding the **QUESTIONNAIRES**, they both contain six sections with different topics:

Order	Entrepreneurs	Business Advisors
1	Changes in mindset/attitude	Changes in mindset/attitude
2	Entrepreneurship vision	Perception of vulnerable groups
3	Ability to receive support/feedback	Use of new tools, processes, resources
4	Open-minded ideas	Experience of co-production
5	Empowerment: The ability to cope/manage with daily life	Experience working in transnational context (intercultural)
6	Entrepreneurship skills and competences	Skills and competences

Each section has several questions through which the participants aim to evaluate the changes that occurred for business advisors and potential entrepreneurs after the piloting process. Moreover, the participants should answer each question by choosing a scale of one to five:

1. Disagree;
2. Partly disagree;
3. Neither agree or disagree;
4. Partly agree;
5. Agree.

This activity is an attempt to measure the impact of the training, and therefore, drive improvements that increase the value of the program to the people they serve.

The **SORTING CARD** method should be a group activity in which the participants need to associate their experience in training with pictures (cards). To be more specific, the participants should choose four cards out of a set of cards provided to them that best define the impacts of the Access Enterprise program in their lives, and then, explain their reasoning to their colleagues and the organization. This activity may provide significant insights into the participants' expectations and opinions about the training by gathering information on changes in their entrepreneurship vision associated with their skills and competences and daily life. The facilitator shall compile the answers on the Sorting Card Tool.

The last activity proposed is the **ONE MINUTE PAPER**, which is a concise writing activity to gather the business advisors' primary feeling about the training. The participants should answer the following questions up to 60 seconds:

1. What positive impact do you feel you had on the entrepreneurs?
2. What did you work?
3. What would you have done differently?

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4. How has the training experience changed your practice so far? How will it change in the future?

It is essential to mention that the idea is to gather answers that give the primary feeling about the training and, at the same time, as much detail as possible. **It is mainly for Business Advisors!**

In brief

What	To who	When
1.Learning Log	Entrepreneurs	End of training
2.Questionnaire	Entrepreneurs & Business Advisors	End of training and/or after piloting (for BAs)
3.Sorting Cards	Entrepreneurs & Business Advisors	End of training and/or after piloting (for BAs)
4.One Minute Paper	Business Advisors	End of training and/or after piloting

Reporting

Please add this topics to your Report, after the topics presented by CPIP.

Impact	<ul style="list-style-type: none"> • Present the outcomes of the tools used: figures, the sorting card tool fulfilled, remarks from the learning logs (do not paste full learning logs in the report!), parts of the one minute paper (do not paste full one minute paper on the report!),... • What are the main conclusions from the impact assessment?
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Impact assessment for Business Advisers

The goal of this impact assessment questionnaire is to analyze and measure the potential impact of the ACCESS methodology on the personal and professional life of the Business Advisers.

The idea of this impact evaluation is to drive improvements that increase the value of the programme to the people they serve. The impact assessment will help ACCESS partnership to plan better, implement more effectively, and successfully bring initiatives to scale.

The following impact assessment contains six sections each with several questions through which we aim to evaluate the changes occurred for BA after the piloting process.

A.Changes occurred

1.To what extent do you feel this training experience will impact positively in your work?

1 2 3 4 5

2.To what extent do you consider that you have learned something new or update your knowledge?

1 2 3 4 5

3.To what extent do you think the training experience produced added value in your professional work?

1 2 3 4 5

4. To what extent has the training experience produced changing in your personal life?

1 2 3 4 5

5.To what extent has the intervention contributed to positive changes in the lives of participants?

1 2 3 4 5

6. To what extent has the intervention produced the intended results in the short, medium and long term?

1 2 3 4 5

B. Perceptions of people from vulnerable groups

1.To what extent do you feel confident in attending future activities with people from vulnerable group?

1 2 3 4 5

2.To what extent do you think the project created awareness and knowledge about vulnerable groups?

1 2 3 4 5

3.To what extent your perception about vulnerable groups changed after the training experience?

1 2 3 4 5

4.To what extent your attitude related with vulnerable groups changed as a result of the training experience?

1 2 3 4 5

C. Use of new tools, processes, resources

1.To what extent have you found the produced tools, processes, resources useful in your training experience?

1 2 3 4 5

2.To what extent have you found the ACCESS methodology innovative in terms of tools, process resources?

1 2 3 4 5

3.To what extent do you think the tool, processes and resources will be helpful in your work?

1 2 3 4 5

E. Experience of co-production

1.To what extent do you think the co-production model was realistic?

1 2 3 4 5

2. To what extent has the co-production model engaged students' level of interest?

1 2 3 4 5

3. To which degree has the co-production model been robust?

1 2 3 4 5

4. To what extent can changes be attributed to the co-production model?

1 2 3 4 5

F. Experience working in transnational context (intercultural)

1. To what extent this experience enhanced cooperation in intercultural context?

1 2 3 4 5

2. To what extent your practice improved as the result of working in transnational context?

1 2 3 4 5

G. Skills and competencies

1. To what extent do you feel this training experience improved your skills?

1 2 3 4 5

2. To what extent were the skills and knowledge relevant for your work?

1 2 3 4 5

3. To what extent were the skills and knowledge relevant for your life?

1 2 3 4 5

Impact assessment for Entrepreneurs

The goal of this impact assessment questionnaire is to analyze and measure the potential impact of the ACCESS methodology on the personal and professional life of the Entrepreneurs from marginalized groups.

The idea of this impact evaluation is to drive improvements that increase the value of the programme to the people they serve. The impact assessment will help ACCESS partnership to plan better, implement more effectively, and successfully bring initiatives to scale.

The following impact assessment contains six sections each with several questions through which we aim to evaluate the changes occurred for potential entrepreneurs after the piloting process.

A. Changes in mindset/attitude

1.To what extent do you feel this training experience will impact positively in your work?

1 2 3 4 5

2.To what extent your attitude related with entrepreneurship changed as a result of the training experience?

1 2 3 4 5

3. To which degree your confidence in reaching your goals has grown as a result of the training experience?

1 2 3 4 5

4.To what extent do you think the training approach and resources used produced positive changing in your mindset?

1 2 3 4 5

5. To what extent did the mentorship approach help you to gain new insights about entrepreneurship?

1 2 3 4 5

B. Way they perceive entrepreneurship

1.To what extent do you feel more confident in developing a business idea after the training?

1 2 3 4 5

2.To what extent your perception about entrepreneurship changed after the training experience?

1 2 3 4 5

3.To what extent creating entrepreneurship self-awareness encouraged you to be more motivated in participated in the training?

1 2 3 4 5

4.To what extent do you think you have gained a positive understanding about the benefits of entrepreneurship?

1 2 3 4 5

C. Ability to receive support/ feedback

1.To what extent did the training experience answer to your questions/doubts about entrepreneurship?

1 2 3 4 5

2.To what extent were the teachers/mentors available to respond to your questions?

1 2 3 4 5

3.To what extent were you able to listen to the feedback given?

1 2 3 4 5

4. To which degree do you assess the value of the feedback given in terms of the consequences of using it or ignoring it?

1 2 3 4 5

E. Have move forward with idea

1.To what extent do you think this training experience helped you to draft your idea?

1 2 3 4 5

2. To which degree do you think you are able to move forward?

1 2 3 4 5

3. To what extent are you able to make a decision to proceed with your idea?

1 2 3 4 5

F. Empowerment: ability to cope/ manage with daily life

1. To what extent this training experience will help you in your future activities?

1 2 3 4 5

2. To what extent the gained knowledge and skills will be useful in your daily life?

1 2 3 4 5

3. To what extent do you feel more confident in tacking risks?

1 2 3 4 5

4. To what extent was the training experience engaging for your daily life?

1 2 3 4 5

G. Skills and competencies on entrepreneurship, social and civic

1. To what extent do you feel this training experience improved your entrepreneurial skills?

1 2 3 4 5

2. To what extent were the skills and knowledge relevant for your work?

1 2 3 4 5

3. To what extent were the skills and knowledge relevant for your life?

1 2 3 4 5

4. To what extent will you use the acquired skills and competences in your professional work?

1 2 3 4 5



Sorting Cards

Step 1
Crop the images

Step 2
Choose 4 images to help you define the impacts of the Access Enterprise program.

Step 3
Share the definition with your colleagues.



