

Workshop Evaluation: SAID Process

What is it?

This evaluation process provides the facilitator and the group with a framework for reflection that is based on the experiential learning model. It enables participants, both individually and collectively, to:

- reflect on an event or learning experience (lecture, meeting, workshop, video, etc....)
- interpret the experience
- decide what to do next

It also gives the facilitator:

- a quick and simple window into the effectiveness of the workshop
- a method to draw out summary information in a sequential order, from simple recognition of sensory responses to synthesis of complex concepts
- an analytical activity to summarise and close a workshop

Group size:

Effective with almost any group size, from 3 to 50 or more.

Materials needed:

For larger groups - flip charts, paper, pens, and blu tac to record information. For smaller groups - enough room to stand or sit together and listen to each other.

Time required:

This can take anywhere from 10 to 45 minutes, depending on your need.

Method:

Facilitator prepares questions in advance and asks questions one at a time, the group responds in order. It's often best to tell the group what you are going to do and why you are doing it. If they know that it's an ending activity and is designed for them to share their experiences, insights and understanding, then there is a better chance they will start in the correct frame of mind....

Responses are given one at a time and recorded on flip chart paper. Similarities and differences in perceptions are noted. With a large group, paper and pens and corresponding questions can be located throughout the room. The groups rotate in an orderly manner from station to station recording and discussing their ideas. If time is at a premium then you can stand the group in a tight circle and ask for responses to the questions as you deliver them and forgo the recording on flip chart paper. Or experiment with any variation of these two methods.

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Domain Questions: are presented in a sequential (SAID) order – Pick from the list below ...

Sensory

- What images or scenes do you recall?
- What sounds do you recall?
- What other sensory memories (smell, touch, hearing, sight) do you recall?
- What people caught your attention?
- Which comments (from presenter, from participants) struck you?

Affective / Feelings:

- When during the workshop were you surprised?
- When during the workshop were you angered?
- When during the workshop were you confused?
- When during the workshop were you intrigued?
- What was the low spot?
- What was the high spot?

Interpretation

- What were your key insights?
- What was the most meaningful aspect of the session?
- What concept or statement challenged your previous understanding of the topic?

Decision

- What will you say to people who were not present?
- What will you do differently as a result of this workshop?
- How can the knowledge and insights gained here have a positive impact on your workplace?
- What difficulties do you perceive in taking this new knowledge to your workplace? And how will you overcome them?

Adapted from Spencer, L. (1998) *Winning Through Participation – Meeting the Challenge of Corporate Change with the Technology of Participation*. Kendall Hunt Publishing: Iowa, USA