Leadership Development Evaluation Worksheet

Prompt	Notes	Your answers
Mission or Intended Outcomes		
Why you are doing this work – to what end and for whose benefit?	This should tie in with your mission statement (and may be the same)	
How are we doing this/how are we attempting to do this? (major strategies)	Outline your core strategies; if you need to make a case for the work, you may also want to include how you came to choose these strategies, including research and/or organizational experience.	

For more background on the theory and strategies behind this work, see the evaluation section of racialequitytools.org, or search the site for "tipsheet."

Prompt	Notes	Your answers
	Results	
Recruitment and retention: How many people engaged with the program (applied, were accepted, completed). And what do we know about their backgrounds and spheres of influence?	Here, it's important to include disaggregated data by race/ethnicity, gender, socio-economic status, or other relevant variables. Part of the implementation evaluation includes knowing if the group represents the people/communities that you hope to engage *and* if the retention rates vary by any of these factors.	
Short-term results: what did participants learn or achieve via participation in the program components?	Here, it's useful to have learning or similar objectives for major components of the program. It's also helpful to have ways for participants and stakeholders to observe and record results; this could include, for example, stories from participants, observations from people who know the participants, self-rating and surveys, etc.	

Prompt	Notes	Your answers
Results (continued)		
Post-program actions and achievements of individuals	This can be accomplished via story-gathering, observation, interviews with participants and other stakeholders, by tracking policy wins and seeing if people who know attribute some of the win to individuals in the program, etc.	
Post-program actions and achievements of a cohort or network, if applicable	This can be accomplished in all the ways above, and via network analysis. Note: the validity of network analysis is dependent on very high response rates to often-lengthy surveys.	
Other mission or organizational benefits to which the leadership development effort contributed	Examples we've seen include: adding new voices to the organization that runs the leadership development effort; adding new competencies to a cohort of leaders, bringing new energy to older models of thinking about leadership, etc.	

Prompt	Notes	Your answers
Considerations Going Forward		
What information do we still need to gather?		
Whose perspective do we still need to get?		
What are our insights and recommendations at this point, based on the information we have?		