



A New You: Health for Every Body

Using Evaluation Tools

There are several assessment tools and ideas available in this program. Please use any or all of these depending upon your needs.

Quick Thoughts

Each lesson includes the same half-page evaluation form. These forms are designed to be given to participants at the end of each session and collected before they leave. We recommend you review these to address any questions or concerns in the following session.

Small Victories Post-then-Pre

The activities in *Small Victories* have their own customized post-then-pre evaluation forms. These can be given out at the end of the activity and collected before participants leave.

Pre-Program Questionnaire

This two-page questionnaire is designed to be given before the first class. You may want to send it out prior to the first session with enrollment confirmation and collect as participants arrive to the first class. Or, administer as participants arrive to first session. We recommend printing the questionnaire on one side of two separate pages and not back-to-back.

Note: To compare each participant's responses at pre-program with his/her responses on the post and follow-up questionnaires, include an identifier for each person (such as an ID #) on all questionnaires.

Post and Follow-Up Questionnaire

This three-page tool includes the *Pre-Program Questionnaire* items as well as some open-ended questions. We recommend administering at the end of the last session and again at least one follow-up time 3 to 12 months after the last session. We recommend printing the questionnaire on one side of three separate pages and not back-to-back. The follow-up survey can be sent with a newsletter and a self-addressed stamped envelope. Another option is to administer the survey during a reunion or follow-up class.

Note: To compare each participant's responses at pre-program with his/her responses on the post and follow-up questionnaires, include an identifier for each person (such as an ID #) on all questionnaires.

Making *A New You* Better: Sharing Ideas

An additional evaluation method is a discussion with participants at a follow-up session from 3 to 6 months after the end of the program. Determine a set amount of time for this group discussion (30 to 90 minutes). A free-flowing discussion format is suggested. If you choose to use a tape recorder, explain that the purpose of the tape recorder is to capture the richness of the discussion and not to compromise confidentiality of participants. If the tape recorder is not used, recruit a person (not one of the participants) to try and capture what is said. You can send the questions ahead of time to give participants more time to reflect on the program. Refreshments should be in keeping with the program's emphasis.