

Checklist for Step 6: Ensuring That Evaluation Findings Are Used and Sharing Lessons Learned

- Identify strategies to increase the likelihood that evaluation findings will be used.
- Identify strategies to reduce the likelihood that information will be misinterpreted.
- Provide continuous feedback to the program.
- Prepare stakeholders for the eventual use of evaluation findings.
- Identify training and technical assistance needs.
- Use evaluation findings to support annual and long-range planning.
- Use evaluation findings to promote your program.
- Use evaluation findings to enhance the public image of your program.
- Schedule follow-up meetings to facilitate the transfer of evaluation conclusions.
- Disseminate procedures used and lessons learned to stakeholders.
- Consider interim reports to key audiences.
- Tailor evaluation reports to audience(s.)
- Revisit the purpose(s) of the evaluation when preparing recommendations.
- Present clear and succinct findings in a timely manner.
- Avoid jargon when preparing or presenting information to stakeholders.
- Disseminate evaluation findings in several ways.