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.