


Metaplan

Title of activity	Metaplan
Theme	Daily evaluation
Learning goals	On-going monitoring of the process. Collecting feelings and feedback from the participants.
Target audience	Any audience, any size of group.
Type of activity	Collective processing.
Keywords	Evaluation.
Step-by-step	<p>At the end of every working day, participants are given two post-it papers and are asked to write their name on one and only two words on the other:</p> <ol style="list-style-type: none"> 1. what they have learned during this day 2. how they feel at the end of this day <p>They “post” their papers on a board, in a row, and every day they add a new paper with two words under their name, thus creating a personal calendar of the process. All papers stay on display throughout the seminar/workshop.</p> <p>This is a simple, informal method to track the development of a seminar and to check if goals are achieved and how participants feel about it.</p> <p><i>Debriefing</i> At the end of the workshop, or event, the youth workers can collect, analyse and summarise the progress of the group.</p>

Venue	Meeting room
Materials required	Post-it notes, board or wall.
Duration	Snap-shot.
Reference	T-Kit 10: Educational Evaluation in Youth Work Published by the Council of Europe and the European Commission. http://pjp-eu.coe.int/en/web/youth-partnership/t-kit-10-educational-evaluation-in-youth-work
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