

SET GOALS		ALIGN PROGRAMS	
Big idea	Goals	How will you know goals are reached?	Program alignment
<i>Why are you offering this program? What impact do you want it to have?</i>	<i>What do you want participants to know, feel, understand, or be able to do? (Limit to 3 goals total)</i>	<i>What evidence can you see or easily collect that will demonstrate how well your goals are reached?</i>	<i>What elements does your program need to include to achieve your goals and demonstrate this evidence?</i>

IMPLEMENT AND EVALUATE		REFLECT AND IMPROVE	
Evaluation Mechanism	Evaluation Findings	Reflection Team	Plan for improvement
<p><i>Who is responsible for evaluating the program? How will this be done? (Post-program reflection by evaluator? Observation?)</i></p>	<p><i>To what extent were your goals achieved? What worked, and what could have been better?</i></p>	<p><i>Who will be part of a post-program brainstorm?</i></p>	<p><i>What might you do differently next time?</i></p>