

I.M.PACT Project in Bulgaria

Implementing Organization: “FAR” NGO, Burgas

Report

On follow-up WS held on January 21st-22nd 2006 in Burgas

Topic: Training of participants in the Method of Self Evaluation

Date: January 21st-22nd 2006

Place: “Aqua” hotel, Burgas, Bulgaria

**Trainers: Todor Kavrakov
Emilia Radeva**

Project coordinator: Todor Kavrakov

Mentor: Rosemarie Lausset

I. Starting point

This WS took place as a part of the I.M.PACT project – an initiative aiming to introduce Participatory Project Planning and Self-Evaluation (SE) in Education for democratic citizenship (EDC) activities. It was organized by FAR, a NGO based in Burgas, Bulgaria, one of the six partners in South Eastern Europe (SEE). The chosen trainers were: Todor Kavrakov, project coordinator and Emilia Radeva – participant in the previous SE WS held by “FAR” in the frame of I.M.PACT project, in February 2005. Rosemarie Lausset – Director of “Bureau pour la formation et le développement” Lausanne, Switzerland, was mentoring the WS and supporting the two trainers. Todor Kavrakov has participated in the 5 days training in Vienna in September 2004 and built capacities on Self-Evaluation. Emilia Radeva was approved to be the second trainer by a decision of “FAR”, a NGO led by Ms Violeta Kyoseva. The aim was to involve a representative of the local office of the Ministry of Education and to train more people in order to promote the method of Self-Evaluation.

The used methodology was the one suggested in the Self – Evaluation manual that was created especially for the I.M.PACT project. The preparation of the WS consisted of several activities such as translating the manuals, preparing the programme as well as the materials and handouts for the participants. In this process were involved on one hand the two trainers with support of the mentor and on the other hand some members of “FAR”, the host of this WS.

II. Goals of the WS and participants

The participants

The members of the target group were chosen according to their involvement and activities in NGOs connected with the EDC process. Twelve participants – 8 women and 4 men- from different organizations, non-governmental and state institutions, participated. Among them were also 3 students, members of the “Euroclub” in the English Language School in Burgas, who implemented activities within the Regional programme “2005 an year for EDC”, e.g. “Month for tolerance and human rights”. All the participants had experience in WS participation. They were motivated to acquire new knowledge and shared the same values about the necessity to be active, to support change and to improve.

Goals and objectives

The goals of this WS were:

- to strengthen the local abilities for training in Self – Evaluation and to introduce it among the NGOs in the Burgas region.
- to give the NGOs an innovative evaluation tool as part of Project Cycle Management (PCM).
- to spread the knowledge they received during this WS and to make a feed-back to “FAR”.

FAR goal was: to establish a network of centres of expertise, which will be able to provide training in Self-Evaluation according to some specific needs.

III. Implementation of the WS and program

The WS took place in a suitable seminar hall in one of the new local hotels – “AQUA” hotel in Burgas. It lasted two days, Saturday and Sunday January 21st - 22nd 2006. The dates were chosen on purpose during the weekend in order to be more suitable for the participants, most of them quite busy during the week.

The programme of the WS was the following:

<u>Timetable</u>	<u>Content</u>
<u>1st day Saturday</u> <u>January 21st</u>	
09.30	I. INTRODUCTION - Opening of the Self-Evaluation (SE) session - Program presentation, objectives, our expectations to the participants - Participants personal presentations, experience in project management - Self-Evaluation and PCM
10.30 – 11.00	Coffee break
11.00 – 12.30	Presenting of the method of SE: What is self-evaluation: a key to empowerment (personal and institutional level), Organizational development and learning definitions. - Domains of responsibility in SE

12.30 – 14.00	Lunch
14.00 – 15.00	II. INTRODUCTION OF THE METHODOLOGY - The wheel: the methodology. Instruments to support the process of SE
15.30 – 16.00	Coffee break
16.00 – 17.00	- Examples for realization of SE in the frames of the project - Self-evaluation of the day
<u>2nd day Sunday</u> <u>January 22</u>	
09.30 – 11.00	Warming up Introduction of the day III. HOW TO PROMOTE SE - What is expected from the participants within the IMPACT project IV. FIRST IDEAS ABOUT TRANSFER - Group work: Participants reflect about the possibilities of introducing SE in their organization/in their work - Preparation of poster for presentation
11.00 – 11.30	Coffee break
11.30 – 13.00	- Report back in plenary - Clarification questions concerning the methodology
13.00 – 14.00	Lunch
14.00 – 15.30	Continue of presentations V. WORKSHOP EVALUATION - Presenting the SWOP – a useful tool - Second evaluation used by “FAR” in its activities End of the WS

IV. Details of the workshop’s process

After the theoretical introduction of SE during the first day, we suggested to transfer this knowledge into practice during the second day. Participants were asked to think about how the SE wheel can be made to move and be kept in motion.

1. Expectations of the participants about the WS in SE:

- Clarification of the meaning of self-evaluation
- New know-how, ideas for implementing of SE
- Exchange of experience
- New experience
- Enrichment of information
- Development of a new method

- Understanding the method
- Implementation of the method
- Practical contribution of the method
- Breaking of stereotypes
- New initiatives
- Enrichment with contacts and knowledge
- Useful time

2. Exchange of experience between the participants

Within the foreseen programme, we gave the chance to the participants to communicate among themselves and to learn from each other's experience in a good working atmosphere. All participants gave examples where they think the method might be used in their activities. Participants dealing in the field of EDC for more than 10 years said that elements of the methodology of SE are familiar to them in one or another form. They saw the SE approach as an opportunity to be more precise and successful in their work, to review achievements and weaknesses in their projects.

3. Group work and presentation of the results

Participants were divided into three groups, according to their experience, in order to make a transfer exercise by using the SE methodology (the wheel of the SE). They worked on concrete examples, on how to use the methodology to prepare a SE session. The students group, who has some experience in project management, presented a SE project to implement in their Euroclub at the English language school in Burgas. The second group presented a SE project regarding the sexual prevention of diseases with the objective to review how institutions, schools and NGOs collaborate. The third group, consisting only of teachers, worked out a SE session on how to introduce it in a particular class at school. All three groups made interesting presentations, showing understanding of the methodology and the principles of self-evaluation.

4. SWOP method and evaluation of the WS

At the end of the seminar, the SWOP method was presented as one of the most suitable and useful tools in the methodology of self-evaluation. This tool was used to evaluate the workshop. Additionally we used a questionnaire prepared by FAR to measure the success and weaknesses of the WS. In general, the participants considered the expectations could be met. But they would have liked to have more examples from the practice and suggested that it would be good to have an opportunity to know, in future, how SE could be applied by the participants of the workshop.

Both evaluation results are enclosed in Appendix 1 and 2.

5. Role and contribution of the mentor

Ms Lausset, member of the Reference group of I.M.PACT and author of the Self-evaluation manual, came with the task to support the two trainers during the SE-training. She gave comprehensive feedback to the trainers and interfered in the seminar if needed. Due to the fact that both trainers were not yet really familiar with the SE-methodology, the contributions and clarifications made were very needed and helpful for the success of the seminar.

6. Lessons learnt

The trainers identified some shortcomings in their preparation process. They felt that they would have needed more time to prepare the programme together, to choose suitable materials for the participants and to prepare examples. The first lesson learnt is that trainers need to build a team and make a careful preparation of a workshop together to assure its quality and a good collaboration between them.

They realised also that for further training in SE, they would need to consolidate their knowledge in order to present the SE principles and the methodology in a clear and comprehensive way for the participants.

V. Conclusions

When “FAR” NGO announced that a seminar on self-evaluation would be organized, the interest for participation was high. Many NGO participants and active citizens had heard about this methodology and wanted to learn its principles and apply it. We tried to balance the choice of participants to target several groups in order to promote the methodology. It became clear, after the workshop, that the expertise in this area is still basic in Bulgaria and in the Burgas region in particular. There is a need in the country for more training in this field but also for other follow up activities in order to implement this type of evaluation and create a real SE culture.

Appendix 1

SWOP analysis of the method of SE (21. -22. 01. 2006, "AQUA" hotel, Burgas, Bulgaria)

<p>S / Successes</p> <ul style="list-style-type: none"> - Innovative method - No compulsory elements - Voluntarily held - Easy to be practiced - Clear methodology - New knowledge and skills - Motivates for work - Leads to perfect one selves, self-knowing and self-realizing - Gives self-confidence - Nice working atmosphere - Softer way of self-evaluation - Realizing the need for change - Active personal position - Learning from mistakes - Motivation after having positive results - Improvement of results by self-evaluation - Improving of team work - Gives clear perspective of reality, the level we have reached and the way that lies in front of us 	<p>P / Potentials</p> <ul style="list-style-type: none"> - For multiplication - Spreading the method - Applying in practice - Unifying with other known methods - Builds capacity for analysis and accepting of the others opinion - Including of people with similar problems - Deepens self-knowing and self-realization - Desire to change - Increase the effectiveness of work of a SE team - Team building - Exchange of experience - Growing up - Searching - Expression influence in short and long terms
<p>W / Weaknesses</p> <ul style="list-style-type: none"> - Not enough interest - Prejudice - Unwillingness to work - Not enough known - Lack of money and time - Lack of culture of SE - Lack of experience - Deficiency in methodical support - Lack of common concepts - Lack of objectiveness because of the voluntary character of the method - Lack of understanding for the need of the method - Not fully understanding of the method - Not convincing motivation coming from the method itself - Subjectivity in accepting and evaluation 	<p>O / Obstacles</p> <ul style="list-style-type: none"> - Lack of motivation, desire and time for SE - Lack of interest and passiveness - Fear of criticism and self-criticism - Lack of criticism - Lack of applicability in Bulgaria - Lack of practical experience - Lack of well trained experts - Difficulties in translation of concepts - Lack of understanding about the meaning of SE - Not enough understanding of the principle of voluntarily - Strong hierarchy - Lack of will for standing own position - Clash among the individual interests of the participants

**Evaluation
Of WS “Presenting the method of SE”
Made by “FAR” NGO
21. -22. 01. 2006, “AQUA” hotel, Burgas Bulgaria**

Age: 16 - 57 Sex: women - 8, men - 4

Knowing foreign languages: English – 9, German – 8, French – 1, Russian - 4

Computer skills: yes – 11, no - 1

Please mark with cross X	<i>Satisfactory</i>	<i>Good</i>	<i>Very good</i>	<i>Excellent</i>
1. 1. Common opinion about the WS		2	6	4
2. 2. Program		4	6	2
2 2.1 knowledge and skills achieved at the WS		6	5	1
2.2 Presentations	1	5	3	3
2 2.3 Team work		1	7	4
2 2.4 Method of SE			10	2
4. 3. Trainers team		2	6	4
5. 4. Activeness of participants	1	1	3	7
5. 5. Hall and atmosphere	2	3	2	5
6. 6. Organization from FAR			1	11

Please, answer the following questions!

1. What is the most important that you will take from this WS?

- New knowledge for presentation and put in practice of the method
- Method that I will put into practice immediately
- Personal self-evaluation with which I will improve my work
- The wheel and the structure of SE
- Knowledge about the method of SE, which will help me in my further activities
- “Fuel” with new knowledge about this method
- New contacts with people dealing in similar areas

2. How exactly will you use your knowledge in your future work?

- For self-improvement
- At each level when I need self-evaluation
- At individual level and towards my future projects
- I will try to evaluate my work in the most objective way
- I will plan time and energy needed for self-evaluation still in the phase of planning of tasks/projects
- When I apply this instrument in the team where I work in order to have better results
- To help to the people around myself to enrich their culture and to reach their goals
- In a project for evaluating a team of 20 students
- In personal plan and in the organization I lead
- In evaluation in different evaluation activities and as parts of WS
- It is a matter of over thinking

3. Critical notes

- Applying of more interactive methods when presenting the methodology
- Lack of enough technical tools during the presentation, which would improve them and shorten the time for work
- Not enough practical tasks
- Lack of examples from the practice
- Not very good time management
- It would be good in some time to check how this method will be applied and to follow its usage from the participants in this WS