Summative Evaluation Techniques Training Course

Professional Development Training Course Outline

Category	Monitoring and Evaluation	**Duration**	10 Days
Base Fee	$3,000 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today’s data-driven world, effective evaluation of programs, projects, and interventions is crucial for organizational success. Summative Evaluation Techniques Training Course equips participants with advanced skills to assess the impact, effectiveness, and outcomes of initiatives using quantitative and qualitative methods, ensuring evidence-based decision-making. This course emphasizes data integrity, performance metrics, impact assessment, and actionable insights, preparing professionals to deliver high-quality evaluations aligned with organizational goals and international standards.

Participants will explore practical approaches to program evaluation, learning measurement, evidence synthesis, and reporting frameworks, supported by real-world case studies. With hands-on exercises, interactive discussions, and modern evaluation tools, learners gain the ability to apply robust summative evaluation techniques in diverse sectors, including health, education, social development, and corporate programs, enhancing accountability, strategic planning, and stakeholder confidence.

Programme Curriculum

Summative Evaluation Techniques Training Course

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Course Objectives

By the end of this course, participants will be able to:

1. Apply summative evaluation frameworks for program and project assessment.
2. Design impact evaluation strategies using quantitative and qualitative data.
3. Implement evidence-based methodologies to measure program outcomes.
4. Analyze program effectiveness and efficiency using key performance indicators.
5. Develop comprehensive evaluation reports for diverse stakeholders.
6. Integrate data visualization tools to communicate results effectively.
7. Conduct outcome and impact analysis with real-world case studies.
8. Ensure data integrity and reliability in evaluation processes.
9. Apply ethical and legal considerations in program evaluation.
10. Utilize modern evaluation software for advanced summative analysis.
11. Synthesize findings for policy recommendations and strategic decision-making.
12. Critically assess program outcomes using evidence-based best practices.
13. Enhance stakeholder engagement through transparent evaluation reporting.

Target Audience

- Program managers and coordinators
- Monitoring & Evaluation (M&E) specialists
- Policy analysts and decision-makers
- Data analysts and statisticians
- NGO and development sector professionals
- Corporate performance evaluators
- Academic researchers and faculty
- Government agency staff responsible for program assessment

Course Modules

Module 1: Introduction to Summative Evaluation

- Definition and purpose of summative evaluation
- Differences between formative and summative evaluation
- Key concepts and terminology
- Case study: Evaluating national health programs
- Identifying evaluation objectives

Module 2: Evaluation Planning and Design

- Steps in designing summative evaluations

- Selecting evaluation questions and indicators
- Choosing quantitative and qualitative methods
- Case study: Education program assessment
- Drafting evaluation plans

Module 3: Data Collection Methods

- Surveys, interviews, focus groups, and observation techniques
- Sampling strategies and representativeness
- Using digital tools for data collection
- Case study: NGO social intervention evaluation
- Designing a data collection strategy

Module 4: Quantitative Analysis Techniques

- Statistical methods for impact measurement
- Descriptive and inferential statistics
- Data cleaning and validation
- Case study: Health outcomes program analysis
- Using Excel/SPSS for evaluation data

Module 5: Qualitative Analysis Techniques

- Thematic analysis and coding methods
- Triangulation for reliability
- Case study: Evaluating community development projects
- Conducting focus group analysis
- NVivo introduction

Module 6: Mixed-Methods Approaches

- Integrating quantitative and qualitative data
- Advantages of mixed-method evaluations
- Case study: Multi-sector program evaluation
- Designing a mixed-method evaluation
- Best practices for data synthesis

Module 7: Measuring Outcomes and Impact

- Defining short-term and long-term outcomes
- Establishing cause-effect relationships
- Case study: NGO education impact assessment
- Developing outcome indicators
- Techniques for measuring program success

Module 8: Evaluation Reporting Techniques

- Structuring comprehensive evaluation reports
- Visualizing data for stakeholders
- Case study: Government program evaluation report
- Creating charts and dashboards
- Tips for clear and actionable recommendations

Module 9: Data Visualization and Communication

- Tools for effective data presentation
- Infographics and dashboards
- Case study: Corporate program evaluation presentation
- Building Power BI/Excel dashboards
- Communicating findings to non-technical audiences

Module 10: Ethical and Legal Considerations

- Confidentiality and informed consent
- Legal frameworks in evaluation
- Case study: Health research compliance
- Identifying ethical issues
- Strategies for ethical decision-making

Module 11: Ensuring Data Quality

- Data validation and reliability checks
- Error reduction techniques
- Case study: Large-scale survey quality control
- Cleaning and verifying datasets
- Maintaining integrity in evaluation processes

Module 12: Stakeholder Engagement in Summative Evaluation

- Identifying and managing stakeholders
- Effective communication strategies
- Case study: Donor-funded project evaluation
- Stakeholder mapping
- Reporting feedback loops

Module 13: Using Evaluation Software Tools

- SPSS, STATA, NVivo, Power BI
- Automating data analysis processes
- Case study: NGO program monitoring
- Hands-on tool exercises
- Tips for efficient tool usage

Module 14: Policy and Decision-Making Applications

- Translating evaluation findings into policies
- Strategic decision-making using data
- Case study: Government social protection programs
- Policy brief development
- Aligning evaluation results with organizational strategy

Module 15: Advanced Summative Evaluation Techniques

- Real-world complex program evaluations
- Scenario-based learning and simulations

- Case study: Multi-country development program
- Designing an advanced evaluation framework
- Best practices and lessons learned

Training Methodology

This course employs a participatory and hands-on approach to ensure practical learning, including:

- Interactive lectures and presentations.
- Group discussions and brainstorming sessions.
- Hands-on exercises using real-world datasets.
- Role-playing and scenario-based simulations.
- Analysis of case studies to bridge theory and practice.
- Peer-to-peer learning and networking.
- Expert-led Q&A sessions.
- Continuous feedback and personalized guidance.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Online	$2,000

Start Date	End Date	Location	Price
23 Nov 2026	04 Dec 2026	Physical	$3,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$6,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$9,000
23 Nov 2026	04 Dec 2026	Physical	$12,000
23 Nov 2026	04 Dec 2026	Physical	$12,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now

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