Utilization-Focused Evaluation UFE Training Course

Professional Development Training Course Outline

Category	Monitoring and Evaluation	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

Utilization-Focused Evaluation (UFE) Training Course equips professionals with practical, results-oriented skills to maximize the impact of monitoring and evaluation initiatives. Leveraging innovative evaluation strategies, participants will learn how to design and implement evaluations that prioritize decision-making, actionable insights, and stakeholder engagement. This course emphasizes the real-world application of data, ensuring that findings are timely, relevant, and transformative for program improvement, policy formulation, and organizational learning. By integrating evidence-based methodologies and best practices in evaluation science, UFE empowers professionals to deliver measurable value to programs, donors, and communities.

Participants will gain expertise in stakeholder-focused evaluation planning, data synthesis, and effective reporting, all tailored to ensure maximum utilization of evaluation results. Through interactive learning experiences, including case studies, group exercises, and real-world simulations, learners will develop competencies in strategic decision support, adaptive evaluation design, and evidence translation. This course is ideal for professionals seeking to enhance organizational performance, strengthen accountability mechanisms, and foster a culture of continuous improvement. By the end of the program, participants will be equipped to transform evaluation data into actionable knowledge, driving tangible improvements across programs and policies.

Programme Curriculum

Utilization-Focused Evaluation (UFE) Training Course

Introduction

Utilization-Focused Evaluation (UFE) Training Course equips professionals with practical, results-oriented skills to maximize the impact of monitoring and evaluation initiatives. Leveraging innovative evaluation strategies, participants will learn how to design and implement evaluations that prioritize decision-making, actionable insights, and stakeholder engagement. This course emphasizes the real-world application of data, ensuring that findings are timely, relevant, and transformative for program improvement, policy formulation, and organizational learning. By integrating evidence-based methodologies and best practices in evaluation science, UFE empowers professionals to deliver measurable value to programs, donors, and communities.

Participants will gain expertise in stakeholder-focused evaluation planning, data synthesis, and effective reporting, all tailored to ensure maximum utilization of evaluation results. Through interactive learning experiences, including case studies, group exercises, and real-world simulations, learners will develop competencies in strategic decision support, adaptive evaluation design, and evidence translation. This course is ideal for professionals seeking to enhance organizational performance, strengthen accountability mechanisms, and foster a culture of continuous improvement. By the end of the program, participants will be equipped to transform evaluation data into actionable knowledge, driving tangible improvements across programs and policies.

Course Duration

5 days

Course Objectives

1. Understand the core principles and frameworks of UFE for actionable decision-making.
2. Develop stakeholder engagement strategies to maximize evaluation utilization.
3. Apply data-driven methodologies for monitoring, learning, and evaluation.
4. Design evaluation plans aligned with strategic program goals.
5. Conduct utilization-focused data collection and analysis.
6. Translate evaluation findings into evidence-based recommendations.
7. Foster adaptive management and learning within organizations.
8. Enhance reporting and visualization techniques for maximum impact.
9. Integrate ethical considerations and cultural relevance in evaluations.
10. Strengthen accountability and transparency in program assessment.
11. Utilize real-time feedback mechanisms to inform decision-making.
12. Build capacity for evaluation leadership and facilitation.
13. Promote a culture of continuous improvement and organizational learning.

Target Audience

1. M&E Specialists and Officers
2. Program Managers and Coordinators
3. Policy Analysts and Planners
4. Nonprofit and NGO Leaders
5. Government Program Evaluators
6. Donor Agency Representatives
7. Academic Researchers and Practitioners
8. Organizational Learning and Knowledge Management Professionals

Course Modules

Module 1: Introduction to Utilization-Focused Evaluation (UFE)

- Principles and history of UFE
- Key concepts: utility, feasibility, and impact
- Differentiating UFE from traditional evaluation approaches
- Identifying evaluation users and their needs
- Case Study: UFE implementation in a community health program

Module 2: Stakeholder Engagement & Decision-Maker Focus

- Mapping stakeholders and decision-makers
- Conducting needs assessments for evaluation use
- Building trust and ensuring participation
- Negotiating evaluation priorities with stakeholders
- Case Study: Engaging multi-level stakeholders in an education program

Module 3: Designing Utilization-Focused Evaluations

- Setting objectives aligned with user needs
- Developing evaluation questions that drive decisions
- Choosing relevant indicators and metrics
- Integrating mixed-methods approaches
- Case Study: Designing UFE for a government water project

Module 4: Data Collection & Analysis for UFE

- Selecting appropriate data sources and tools
- Ensuring data quality and reliability
- Applying qualitative and quantitative methods
- Analyzing data for actionable insights
- Case Study: Data-driven program adjustments in a youth empowerment initiative

Module 5: Translating Findings into Action

- Preparing actionable evaluation reports
- Tailoring communication for diverse audiences
- Visualizing findings for impact and comprehension
- Using evaluation results to guide decisions
- Case Study: Evidence-based policy reform in a health sector project

Module 6: Adaptive Management & Continuous Learning

- Feedback loops and real-time evaluation
- Facilitating organizational learning
- Adjusting programs based on findings
- Monitoring implementation of recommendations
- Case Study: Adaptive management in a rural development program

Module 7: Ethics, Culture, and Inclusivity in UFE

- Ensuring ethical evaluation practices
- Incorporating cultural sensitivity and context
- Addressing equity, diversity, and inclusion in evaluations
- Mitigating potential biases in evaluation design

- Case Study: Inclusive evaluation of women's empowerment programs

Module 8: Leadership and Capacity Building in UFE

- Building internal evaluation capacity
- Leading evaluation teams effectively
- Mentoring for sustainability
- Creating a culture of evidence-based decision-making
- Case Study: Organizational transformation through UFE in an NGO

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	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

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

Register Online Now

Email: info@fineskilltrainingcenter.com | Website: www.fineskilltrainingcenter.com