QuIP Lead Evaluator Training

Schedule: Monday 26th February – Monday 4th March 2024

Prior to the start date you will be sent:
- A form to complete with more information about you, your work and any planned evaluation where you think you could use QuIP.
- Access to a learning platform which will be used during the course for viewing the materials
- Calendar invites for the live sessions, using Google Meet

This schedule is split into independent study sessions using pre-recorded presentations sent to you and live video-link sessions. You will need to **view the presentations before each live session**, and where possible complete suggested exercises individually or with other training participants. We have broken the course down into days, with both live sessions and independent work outlined for each day. You will need to do some study prior to the first live session, so please ensure that you have time set aside to complete the introductory materials.

There are **four mandatory live sessions** and an optional live session on the final day. These are complemented by self-study materials for you to follow in the time between each live session. It is vital that you can commit to the pre-work for each session so please check the schedule carefully.

DAY 1: Monday 26th February
INDEPENDENT STUDY: THIS MUST BE COMPLETED BEFORE FIRST LIVE SESSION

| **Independent study**

🖥️ **Approximate duration: 1.5 hours** | **Part 1: QuIP methodological overview**
Overview of the theory
- Methodological origins and development of QuIP
- Introduce steps and roles in QuIP

Part 2: Planning a QuIP
Understand if a QuIP is right for this project's needs
- Change stories, who/ where/ when
- QuIP in the context of different outcomes-based approaches
- Brief overview of QuIP outputs

Part 3: Case selection
Feel confident using a purposive evidence selection strategy
- Overview and example of case selection |

DAY 2: Tuesday 27th February	
Live video link **Starting at 13.00** GMT **Duration: 2.5 hours**	**LIVE SESSION 1** **Introduction and overview with Fiona and James** - QuIP overview recap & Q&A **Case Selection:** - Re-cap on main points - Work on a case selection exercise in small groups
Independent study to be completed before Live Session 2 **Approximate duration: 1.5 hours in total**	**Part 4: Questionnaire design** *Understand how to plan a QuIP questionnaire* - Collaborative questionnaire design - Selecting outcome domains - Writing open and closed questions to elicit stories of change **Part 5: Preparing for data collection** *Know the steps and skills required for data collection* - Roles and choreography in a QuIP - Training & piloting

DAY 3: Wednesday 28th February	
Live video link **Starting at 13.00** GMT **Duration: 1.5 hours**	**LIVE SESSION 2** **Questionnaire design with Fiona and Hannah** - Review questionnaire exercise in groups, work on domain and question structure for example project
Suggested follow up exercises **Approximate duration: 1 hour (Optional)**	- Design questionnaire structure and QuIP-style open-ended questions for your own project - Think about case selection strategy - Review 'Options in Designing a QuIP Study'
Independent study to be completed before Live Session 3 **Approximate duration: 2 hours**	**Part 6: Data coding - theory** *Understand the QuIP approach to coding qualitative data* - Coding causal claims - Introduction to coding in Causal Map, using attribution, hierarchy and other flags

DAY 4: Thursday 29th February	
Live video link **Starting at 13.00** GMT **Duration: 2 hours**	**LIVE SESSION 3:** **Part 6: Data coding - practice** **Re-cap and Q&A on Part 6 with Fiona and Hannah** - Group work on QuIP coding exercises - Walkthrough of Causal Map coding features and hands-on coding in Causal Map
Independent study to be completed before Live Session 4 Approximate duration: 1 hour	**Part 7: Analysis and presentation** - Exploring coded data in the form of maps and tables; what does it mean and how can it be used?

Day 5: Friday 1st March	
Live video link **Starting at 13:00** GMT **Duration: 2 hours**	**LIVE SESSION 4:** **QuIP data analysis and use - with Fiona, Hannah and Steve from Causal Map** - Example presentation of QuIP results - Walkthrough of Causal Map analysis features, and other options for analysis - Introduce accreditation exercises
Optional accreditation exercise	Lead Evaluator accreditation assignment (included in fee)

Optional wrap-up session. No teaching, scheduled preparation or exercises – just an opportunity to discuss ideas with the team before we say farewell.

Optional Day 6: Monday 4th March	
Live video link **Starting at 13:00** GMT **Approximate duration: 1 hour**	**LIVE SESSION 5:** **Optional wrap up session – with James, Fiona, Hannah and Steve from Causal Map** - Digest what you've learned and come back to discuss your thoughts and plans for using QuIP in your work - Ask any questions you have about the accreditation assignment - Steve will be on hand for questions about Causal Map