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| Question | Answer |
| Are you required to submit an evaluation report to the funding body or upper management about the results and impact of the programme? |  |
| What are the reporting requirements (where and when the report is due, questions to be answered, sections that must be included, page limitations, inclusion of graphs and tables, etc.)? |  |
| Who else needs to know the results and impact of the mentoring programme and why? |  |
| Do you want to inform them about their investments, give them tools to make decisions, encourage support for the effort, or inform them for other reasons? |  |
| Depending on why they’re being informed, which aspects of the results and impact could be particularly interesting to them? |  |
| When is the most effective way to share the findings and impact with the intended audience? |  |
| How much does each intended audience know about the mentoring programme? |  |
| How interactive do you want the communication to be for each intended audience? For example, written and print materials are least interactive while discussions and working sessions are most interactive. Verbal and video presentations fall somewhere in the middle. |  |
| What are the risks in sharing findings that could lead to bad consequences for your organisation? |  |
| Can the findings be taken out of context and harm the programme or organisation? |  |
| What can you do to mitigate the risks and consequences? |  |
| What roles do you, your staff, your board members and your internal or external evaluator have in summarising and communicating the findings and insights? |  |
| Who are the most effective messengers for the information? |  |