Process

Each organisation running the Own My Life course requests:
a) Fancy
b) Basic
Evaluation Pack using the **online form HERE**.

Once this request has been processed, we will email out an individualised **Evaluation Pack** (either automated or non-automated).

2

When the organisation starts a new course, participants are given either the:
a) **Start of course evaluation link** to complete, or
b) printed **Start of course evaluation PDF** to fill in.

3

a) The Automated Pack **Google Sheets link** automatically updates as new forms are completed.

OR

b) The facilitator will need to input the form data into the non-automated Google Sheet.

4

5

When the course reaches Session 12, participants are either given the: a) **End of course evaluation link** to complete or, b) printed **End of course evaluation PDF** to fill in.

6

a) The **Google Sheets link** will automatically update as new forms are completed.

OR

b) The facilitator will need to input the form data into the non-automated Google Sheet

FINISH

The system will continue working forever, however We can provide new links annually (with a maximum of **TWO** sets per calendar year). Reorder using the **online form HERE**.

OWN MY
LIFE
COURSE
evaluation
station

PROCESS