Attachment 15: Workshop Observation Protocol  
  
Linking to Employment Activities Pre-Release (LEAP) Evaluation

Site Visit Protocols

December 11, 2015

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protocol for observation of LEAP workshop

In addition to interviewing grantee, jail, and partner administrators, researchers will observe either (1) participation in a LEAP workshop, or (2) a LEAP case management session. Ideally, a workshop taking place at the jail-AJC should be observed. Only the first 30 minutes of the workshop should be observed, although the workshop might be longer.

**Date: \_\_\_\_\_\_\_\_ Site Visitors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Jail Facility Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Workshop Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Objectives of Specific Workshop being Observed:**

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**Names and Titles of Workshop Facilitators (and roles in the workshop if there are more than one):**

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**Number of Workshop Participants: \_\_\_\_\_\_\_\_\_ Number Expected (if known):** \_\_\_\_\_\_\_\_\_\_\_

**Is This Workshop Part of a Series?** Y/N

If yes, how many workshops are in the series? \_\_\_\_\_\_\_\_

What topics does the series generally cover? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Do the workshops need to be attended in a sequence? Y/N

If yes, which number in the sequence is this workshop? \_\_\_\_\_\_

Are participants expected to participate in all workshops in the series? Y/N

How much does this workshop build on the skills of a preceding workshop? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Physical Setting for the Workshop (describe):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Is the setting appropriate for the workshop (enough room, good acoustics, etc.)? Y/N   
Why/why not? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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How did participants get to the workshop location? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Are security or supervisory staff from the jail present to observe the workshop? Y/N

If yes, how many people are observing? \_\_\_\_\_\_\_\_\_\_\_\_\_

Does their presence seem to affect the workshop in any way (for example, facilitation or participants)? Y/N

If yes, how? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Workshop Equipment (describe):**

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Is the equipment for the workshop sufficient and appropriate (enough computers, working projector, etc.)? Y/N   
Why/why not? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Workshop Materials:**

Are materials handed out as part of the workshop? If so, describe. Also, make sure to get copies. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Describe What Occurs During the Workshop.**

As you do, keep in mind the following questions (these questions will be in the write-up):

What topics are being covered in the workshop? Is it a general discussion of a wide range of topics or an in-depth focus on one or two topics? What resources or media are being used to present content (for example, slides, workbooks, handouts, chalkboard)?

Is the content tailored to the needs of justice-involved individuals? If so, how?

Do participants appear to be engaged in the workshop? Do they seem to find the material interesting and useful? What types of questions, if any, are participants asking about the content?

How much interaction occurs in the workshop? How much time do participants spend listening to the workshop leader versus talking or doing activities related to the content?

Do facilitators mention or describe services available to participants through the LEAP program during the workshop? What services are mentioned?

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**One-on-one Time Between Workshop Participants and Facilitators**

How much time did workshop facilitators spend working one-on-one with workshop participants? \_\_\_\_\_\_\_\_\_\_\_\_ minutes

How much did this vary by participant? (describe)

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**Any Required Next Steps/Follow-up from Workshop by Participants? (describe if known)**

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**Full Length of Workshop:** \_\_\_\_\_\_\_\_\_\_\_\_ minutes **Time Observed:** \_\_\_\_\_\_\_\_\_\_\_minutes