Attachment 15: Workshop Observation Protocol Linking to Employment Activities Pre-Release (LEAP) **Evaluation** Site Visit Protocols December 11, 2015



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: ______

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

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?

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? $\ensuremath{\mathrm{Y/N}}$

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

What topics does the series generally cover?

Physical Setting for the Workshop (describe):
Is the setting appropriate for the workshop (enough room, good acoustics, etc.)? Y/N Why/why not?
How did participants get to the workshop location?
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?
Workshop Equipment (describe):
Is the equipment for the workshop sufficient and appropriate (enough computers, working projector, etc.)? Y/N Why/why not?
Workshop Materials:
Are materials handed out as part of the workshop? If so, describe. Also, make sure to get copies.

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 Works	shop Participants	and Facilitators		
How much time did workshop facili	itators spend worki	ng one-on-one with works	shop	
participants? minute				
How much did this vary by participa	ant? (describe)			
Any Required Next Steps/Follow-	<u>up from Worksho</u>	p by Participants? (desc	ribe if known)	
Full Length of Workshop:	minutes	Time Observed:	minutes	