

# Attachment 15: Workshop Observation Protocol

Linking to Employment Activities Pre-Release (LEAP)  
Evaluation

Site Visit Protocols

*December 11, 2015*

**This page has been left blank for double-sided copying.**

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? \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**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.

\_\_\_\_\_

\_\_\_\_\_



---

---

---

---

---

**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)

---

---

---

---

---

---

---

---

---

---

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

---

---

---

---

---

---

---

---

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