

## Wrap-Up Institute Presentation Outline

Time*	Topic
1 minute	Brief description of the program that was the subject of your evaluation project
1 minute	Evaluation questions
1 minute	Methods used to answer each evaluation question (methods grid)
1 minute	Study overview (when the data were collected, sample size for each method)
4-5 minutes	Conclusions for each evaluation question. As part of this, include 1-2 key findings per question and identify where the findings came from (e.g., "survey results indicated that...").
2 minutes	Recommendations. In your presentation, indicate which finding each recommendation is based on.
2 minutes	Next steps
2 minutes	Lessons learned

\*Total presentation time=15 minutes