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CREASSE

**PRACTICAL HANDBOOK ON “HOW TO
GUIDE COLLECTIVE ENTREPRENEURSHIP:
THE ROLE OF THE SOCIAL FACILITATOR”**

**GUIDE ON HOW TO FOLLOW UP,
EVALUATE AND REPORT**



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GUIDE ON HOW TO FOLLOW UP, EVALUATE AND REPORT

Brief Summary

This guide is part of the CREASSE Handbook and is designed to support social facilitators in the final phase of the facilitation cycle, ensuring that learning outcomes, engagement processes, and community impact are not only documented but meaningfully reflected upon and built upon.

The guide aligns with the broader purpose of the Handbook: to enable inclusive, participatory learning and capacity-building in collective and social entrepreneurship. It integrates key concepts from the CREASSE Toolbox across the four competence domains (Personal, Entrepreneurial, Green, and Innovative Tools) and provides social facilitators with tools to evaluate, report, and follow up effectively on the outcomes of thematic workshops, networking events, mentoring activities, and SSE project development.

Module Objectives

- To monitor and document learning achievements and engagement.
- To evaluate the relevance, process quality, and impact of facilitation activities.
- To provide tools and templates for structured reporting.
- To enable continuous support and connection with participants through follow-up mechanisms.
- To ensure coherence with the competences outlined in the CREASSE Toolbox and across Handbook modules.

Key Topics Addressed:

- Formative and summative evaluation techniques.
- Competence-based indicators.
- Structured reporting approaches.
- Ethical follow-up practices.
- Capturing stories of change and lessons learned.

Tools and Materials Needed:

- Participant feedback forms (print/digital).
- Competence tracking sheets (based on Toolbox areas).
- Visual documentation tools (camera, audio recorder).
- Reporting templates (session logs, outcome summary, attendance).
- Evaluation criteria.
- Online survey tools (e.g., Google Forms, Typeform).

Step-by-Step Instructions for Facilitators

Step 1: Define Evaluation Focus - Identify which competences and outcomes (linked to the module delivered) are being assessed.

Step 2: Gather Participant Feedback - Use surveys, oral debriefs, or group reflection tools immediately after each session.

Step 3: Document Observations - Use facilitator logbooks to note behavioural observations, participation levels, challenges.

Step 4: Conduct Self and Peer Assessment - Invite learners to evaluate their own and others' contributions.

Step 5: Reflect and Compile Report - Summarise learning, achievements, challenges, and recommendations using structured templates.

Step 6: Share and Follow Up - Disseminate reports with partners or funders; reconnect with participants via mentoring, reunions, or collaborative planning activities.

Evaluation Methods and Indicators

Methods:

- Written or oral feedback from participants.
- Pre/post surveys or checklists.
- Peer evaluations and facilitator reviews.

Indicators:

- Level of satisfaction with workshop/module.
- Reported improvement in key competences (qualitative and quantitative).
- Number of completed outputs (e.g., project canvas, pitch).
- Observed participation and group dynamics.
- Evidence of post-activity engagement (e.g., mentoring uptake, idea development).

Templates and Tools

Available templates:

- Workshop Report Template
- Participant Evaluation Form
- Competence Self-Assessment Grid
- Follow-up Survey Template
- Success Stories Collection Sheet

Reflection and Continuous Learning

Encourage facilitators to:

- Reflect on their own role, growth, and facilitation style.
- Share feedback with peers for cross-learning.
- Use reporting not only for accountability but as a learning loop for future design.
- Foster long-term collaboration through shared learning communities and digital spaces.

Reflection Exercise



Ask yourself (or your team) the following open-ended questions after completing a training module or SSE facilitation activity. Use them to evaluate your own facilitation experience and identify areas for personal and professional growth.

1. What were the most meaningful changes or growth moments you observed in participants?
2. Which tools or methods worked best for engaging learners and why?
3. How well were the competences from the Toolbox reflected in your facilitation approach?
4. What challenges did you face in evaluation or reporting, and how did you address them?
5. How can you improve the next round of facilitation (e.g., structure, timing, content, interaction)?
6. What did you learn about yourself as a facilitator throughout this process?
7. Which community connections or ideas would you like to continue supporting after the project?

Encourage written responses or use the questions in a peer feedback session with other facilitators. This helps embed a culture of continuous learning and reflective practice.



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