EUROPEAN GaNoM
Education, Research & Innovation

EVALUATION TOOL

FIVE FINGERS EVALUATION



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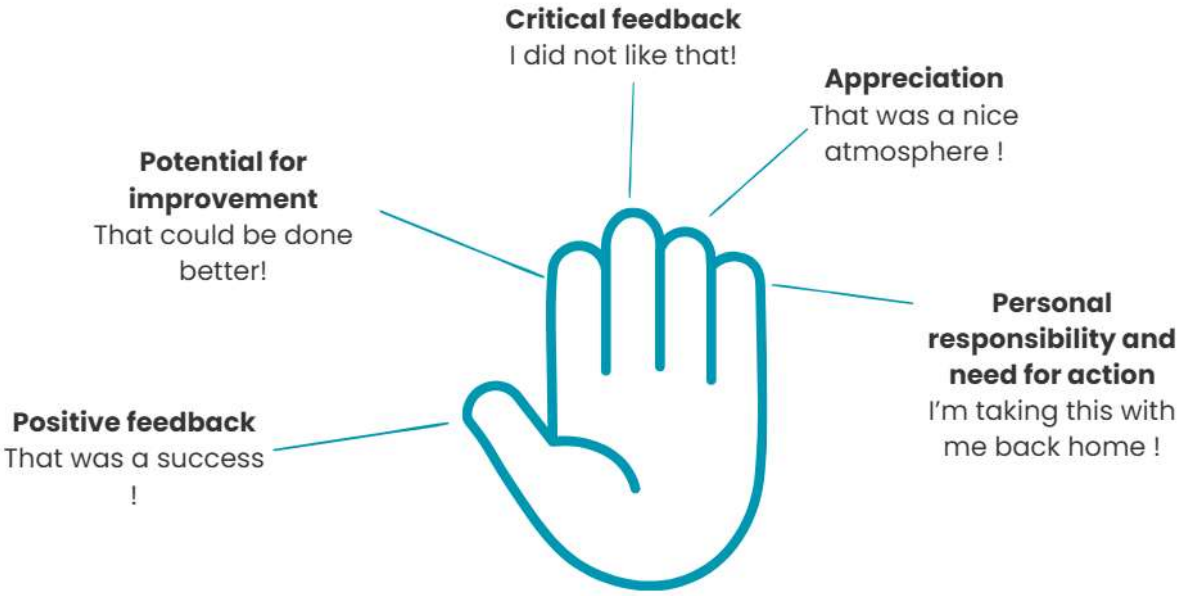
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1. FORMAT AND OBJECTIVES

The 5 fingers format is an innovative **evaluation method** that assigns a specific feedback role to each finger. This method enables participants to conduct the final evaluation of a training session or a staff training week, with the objective of **highlighting potential improvements**.

This evaluation method takes place orally and offers an easy way to get comprehensive feedback from the participants. Each finger covers an aspect of evaluation to draw out sucesses, achievements, experiences and ideas for improvements.



Adapted from "Interactive Evaluation Methods" toolkit, Goethe Institute (en_evaluationmethods_toolkit_booklet_nov101.pdf)

20 - 25 minutes

Plenary session moderated by one trainer

Short and easy to organise (no need for materials)

Relaxed atmosphere

Collective feedback

2. METHODOLOGY



01 Thumb

- The trainer adresses the question **"What were the successes of the staff training week ?"**
- Participants give oral feedback on the question





02 Index finger

- The trainer adresses the question **"What would you improve ?"**
- Participants give oral feedback on the question





03 Middle finger

- The trainer adresses the question **"What did you not like about the staff training week or what did not work for you ?"**
- Participants give oral feedback on the question





04 Ring finger

- The trainer adresses the question **"What did you appreciate about the atmosphere and environments of the staff training week ?"**
- Participants give oral feedback on the question





05 Little finger

- The trainer adresses the question **"What will you improve, back home, based on what you learnt ?"**
- Participants give oral feedback on the question

3. ALTERNATIVE FORMAT

Instead of direct oral feedback, this evaluation activity can be implemented as a **written feedback exercise**.



1. Participants draw the outlines of their hands on a sheet of paper (A4)
2. They write the feedback above all five fingers
3. If there is time, some feedback can then be discussed orally

Material needed :

- Paper Pens
- A4 papers
- A template poster with the hand drawing to print for participants

4. EVALUATION REPORT

Oral activity

In order to be able to draft minutes or a report based on feebacks shared during the plenary session, it is strongly recommended to record the session (with a phone or recording device).



Written activity

Written individual evaluations from the participants (A4 papers) should be collected after the session. The minutes can be a compilation of some papers or can compile all of them.

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