

HEInnovate: My commitment to action

HEInnovate workshops are designed in order to help HEIs identify their strengths and weaknesses and priorities actions for the future. At the end of the workshop, documenting actions is a useful way of reminding participants of the outcomes of the workshop.

This sheet allows participants to write down their intended actions, ones which are specific to their own objectives and responsibilities, and set within their own sphere of influence.

Please use as many action sheets as you need.

| |
|--|
| Issue identified: |
| Action: |
| Intended outcome: |
| Responsible / Lead: |
| Who else needs to be involved? |
| Proposed timescale for action / outcome: |
| How will progress/ achievement be measured? |

'Introduction to HEInnovate'

HEInnovate: Workshop evaluation form

1) Was this the first time that you had heard about HEInnovate?

Yes

No, I've got to know about HEInnovate via

2) What is your **overall assessment** of the workshop? (1 = insufficient - 5 = excellent)

1 2 3 4 5

3) **Workshop format:** Please indicate the extent to which you agree with the following statements (1 = don't agree - 5 = fully agree)

| | | | | | | |
|---|---|---|---|---|---|-----|
| The workshop provided enough time to introduce HEInnovate and agree expectations | 1 | 2 | 3 | 4 | 5 | n/a |
| The workshop provided the right balance of time between plenary sessions and break out groups | 1 | 2 | 3 | 4 | 5 | n/a |
| There was enough time allocated to reporting back on potential actions and share discussions | 1 | 2 | 3 | 4 | 5 | n/a |

4) **Workshop outcomes:** Please indicate the extent to which you agree with the following statements (1 = don't agree - 5 = fully agree)

| | | | | | | |
|---|---|---|---|---|---|-----|
| I feel familiar with HEInnovate and understand its potential | 1 | 2 | 3 | 4 | 5 | n/a |
| I was given time to discuss and debate on areas of HEInnovate | 1 | 2 | 3 | 4 | 5 | n/a |
| I feel able to identify areas of strengths and weaknesses in my HEI | 1 | 2 | 3 | 4 | 5 | n/a |
| I am able to identify potential actions for change in my HEI | 1 | 2 | 3 | 4 | 5 | n/a |
| The workshop has given me inspiration for implementing change in my HEI | 1 | 2 | 3 | 4 | 5 | n/a |

5) Which aspects of the workshop did you find **most** interesting or useful?

6) Which aspects of the workshop did you find the **least** interesting or useful?

7) Do you have **further comments** and suggestions for improving the workshop, or aspects you would like to see included?

8) Are you planning to use HEInnovate in practice?

Yes

No, because

9) Can we contact you at a later date?

No

Yes, here are my contact details (name, email, phone number)

Thank you for participating and we hope to welcome you again during one of our events or workshops!

‘Discovery and Planning’ HEInnovate: Workshop evaluation form

Optional if this is the first HEInnovate workshop

Was this the first time that you had heard about HEInnovate?

Yes

No, I've got to know about HEInnovate via

1) What is your **overall assessment** of the workshop? (1 = insufficient - 5 = excellent)

1 2 3 4 5

2) **Workshop format:** Please indicate the extent to which you agree with the following statements
(1 = don't agree - 5 = fully agree)

| | | | | | | |
|--|---|---|---|---|---|-----|
| The workshop provided enough time to introduce HEInnovate and agree expectations | 1 | 2 | 3 | 4 | 5 | n/a |
| The workshop provided the right balance of time between plenary sessions and break out groups | 1 | 2 | 3 | 4 | 5 | n/a |
| There was enough time allocated to reporting back on potential actions and prioritisation of actions | 1 | 2 | 3 | 4 | 5 | n/a |

3) **Workshop outcomes:** Please indicate the extent to which you agree with the following statements
(1 = don't agree - 5 = fully agree)

| | | | | | | |
|---|---|---|---|---|---|-----|
| I feel familiar with HEInnovate and understand its potential | 1 | 2 | 3 | 4 | 5 | n/a |
| I understand the concept of the entrepreneurial / innovative HEI and how this relates to my own institution | 1 | 2 | 3 | 4 | 5 | n/a |
| I understand how to use HEInnovate as a catalyst for institutional change | 1 | 2 | 3 | 4 | 5 | n/a |
| I feel able to interpret the data presented from HEInnovate and use it accordingly | 1 | 2 | 3 | 4 | 5 | n/a |
| I was given time to discuss and debate on areas of HEInnovate relevant to my HEI | 1 | 2 | 3 | 4 | 5 | n/a |
| I feel able to identify areas of strengths and weaknesses in my HEI | 1 | 2 | 3 | 4 | 5 | n/a |
| I am able to identify priority areas for development in my HEI | 1 | 2 | 3 | 4 | 5 | n/a |
| The workshop provided the right environment for developing actions for change in my HEI | 1 | 2 | 3 | 4 | 5 | n/a |
| The workshop has given me inspiration for implementing change in my HEI | 1 | 2 | 3 | 4 | 5 | n/a |

4) Which aspects of the workshop did you find **most** interesting or useful?

5) Which aspects of the workshop did you find the **least** interesting or useful?

6) Do you have **further comments** and suggestions for improving the workshop, or aspects you would like to see included?

7) Can we contact you at a later date?

No

Yes, here are my contact details (name, email, phone number)

Thank you for participating and we hope to welcome you again!

‘Implementation and Impact’ HEInnovate: Workshop evaluation form

1) What is your **overall assessment** of the workshop? (1 = insufficient - 5 = excellent)

1 2 3 4 5

2) **Workshop format:** Please indicate the extent to which you agree with the following statements
(1 = don’t agree - 5 = fully agree)

| | | | | | | |
|---|---|---|---|---|---|-----|
| The workshop provided enough time to revisit the process undertaken to date | 1 | 2 | 3 | 4 | 5 | n/a |
| There was enough time devoted to the presentation of the results of HEInnovate and analysis of change over time | 1 | 2 | 3 | 4 | 5 | n/a |
| The workshop provided the right environment for sharing the results of actions for change in my HEI | 1 | 2 | 3 | 4 | 5 | n/a |
| The workshop provided the right balance of time between plenary sessions and group work | 1 | 2 | 3 | 4 | 5 | n/a |
| The dialogue and debate in the workshop was helpful for reassessing and refocusing priorities for action | 1 | 2 | 3 | 4 | 5 | n/a |
| The facilitator(s) focused on bring out the concerns, challenges and aspirations of the participants | 1 | 2 | 3 | 4 | 5 | n/a |
| The facilitator(s) effectively managed the workshop | 1 | 2 | 3 | 4 | 5 | n/a |

3) **Workshop outcomes:** Please indicate the extent to which you agree with the following statements
(1 = don’t agree - 5 = fully agree)

| | | | | | | |
|---|---|---|---|---|---|-----|
| I was given time to report on my progress against actions on areas of HEInnovate relevant to my HEI | 1 | 2 | 3 | 4 | 5 | n/a |
| I worked together with others to overcome key challenges to implementing change | 1 | 2 | 3 | 4 | 5 | n/a |
| I identified new ideas for future action and potential for collaborative projects | 1 | 2 | 3 | 4 | 5 | n/a |
| I formed new relationships with peers which will be important for implementing change in the future | 1 | 2 | 3 | 4 | 5 | n/a |

4) Which aspects of the workshop did you find **most** interesting or useful?

5) Which aspects of the workshop did you find the **least** interesting or useful?

6) Do you have **further comments** and suggestions for improving the workshop, or aspects you would like to see included?

7) Has HEInnovate been a useful tool as a catalyst for institution change?

8) Can we contact you at a later date?

- No
- Yes, here are my contact details (name, email, phone number)

Thank you for participating!