

HEAD, HEART, & FEET

FACILITATION GUIDE

Participatory evaluation is an approach that ensures program participants are actively involved in evaluation activities from start to finish. The goal of the Head, Heart, & Feet method is to have participants spend time reflecting on the personal impact the program is having on them, as well as engaging with other participants in exploring the impact they are experiencing collectively.

DESCRIPTION

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WHAT IS IT?

Head, Heart, & Feet is a participatory evaluation activity that actively involves participants in individual and group reflection on their experiences and the impact the program has had on them.

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WHAT IS IT USED FOR?

This activity is used with participants to focus on a specific activity, event, or program experience and carefully consider their learnings, realizations, and aspirations resulting from the experience. The activity also helps to create a shared understanding of the experience of participating by providing a structured but flexible opportunity to assess what has changed as well as what participants plan to do in the future.

MATERIALS

SUPPLIES

For this activity you will need:

- A large space or canvas to place the cards (Sticky Wall, large poster/chart paper, digital template)
- Masking tape to adhere the canvas to a wall
- Chart paper and markers to record the group reflection questions
- Notepads and pens/pencils for individual/small group brainstorming
- Half page cardstock cards for people to write their ideas large enough to read
- VIRTUAL OPTION: Virtual meeting platform, PowerPoint presentation, a polling tool to capture responses, or a shared document (e.g., Google doc or screen sharing) to record answers electronically

LOGISTICS

Consider the size of your group and the space needed to allow people to comfortably participate in discussion. Plan the room layout, wall space and location for hanging the cards so everyone can see clearly. Arrange the room to allow individuals to do parts of the activity on their own (classroom style) or together in small groups (tables of up to 8). If you are conducting this virtually, you may decide to set-up small group breakout rooms using a virtual platform to facilitate the activity virtually.

HEADS UP!

If you are using a Sticky Wall, apply adhesive spray to the wall 24 hours beforehand so it can dry and the cards will stick. Bring an extra spray can in case you need to spot spray any areas are not sticky.

FACILITATION PLANNING



PREPARATION

The prep work for this activity will depend upon how many participants will be in the group you are facilitating. Tasks you will need to do include:

- Spray sticky wall or have a long piece of roll paper cut divided into three sections
- Print Head, Heart, and Feet symbols on different color cardstock
 - Include focus questions:
 - Head: What new things have you learned?
 - Heart: How are you feeling about this experience right now?
 - Feet: As a result of this experience, what do you plan to do?
- Print half sheet cards with Head, Heart, and Feet symbols on them on the upper left corner of each landscape orientation
- Write group agreements on flip chart paper

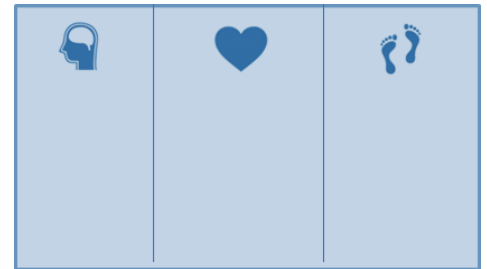
Supplies and materials you will need include:

- Sticky wall/ roll paper
- Scrap paper
- Markers
- Notetaker
- Masking tape
- Pens
- Flip chart paper



WARM-UP

- Orient group to the purpose of the activity
- Go over group agreements
- Explain the three categories:
 - Head = what knowledge did you gain
 - Heart = how did you feel
 - Feet = what actions do you plan to take



CONDUCTING THE ACTIVITY

- Guide the group through the focus question reflections for each category
 - Individual brainstorming
 - Sharing with the group
 - Placing cards on the sticky wall/ canvas in respective category
- Instruct how to write on cards:
 - One idea per card
 - 5-7 words
 - Write big



WRAP UP

- Reflect as a large group to wrap up activity
 - What stands out
 - Are there any surprises
 - What are the next steps
 - Last thoughts
- Share that group will get a document that reflects the work they did together
- Take pictures of the group's finished work so that when you take it down, you can keep it organized and have a visual to refer to during analysis

FACILITATION PLANNING

Head, Heart, & Feet Evaluation Activity – Facilitation Plan

Location:	Date:	Time:	# of participants:
Facilitator(s):	Rational Aim: Participants will identify individual and group outcomes (knowledge, attitudes, intentions) gained from the meeting.		Experiential Aim: Participants will (individually and collectively) reflect upon their learning, their realizations, and their newly acquired aspirations resulting from the meeting, and feel a sense of shared understanding/meaning from the experience.
Room set-up: Small groups, round tables, 6-8 people per table	Materials: Large sticky wall taped to main wall; 3 different colors of cards (representing different participant group) placed on tables; Full sheet card stock with printed symbols stuck on wall; instruction cards		Supplies: Markers, wide masking tape, narrow masking tape, envelopes

Head, Heart, & Feet Reflection Session

Introduction	Self-Reflection	Shared Reflection/ Interpretation	Collective Aspirations/ Future Directions
<p>We experience learning with our whole selves: We think (point to head symbol), we feel (point to heart symbol), we act (point to footprints symbol).</p> <p>In this activity, each of us will take some time to reflect on our experience together. Then we will share our personal experiences by writing down at least one word or sentence about how this meeting affected our thoughts, feelings, and intentions/actions. Finally, we will come together to look at what was shared with the group, discuss our observations, and talk about what it means for your group.</p> <p>Before we get started, we want to share some guidelines for this activity.</p> <ul style="list-style-type: none"> •Each person's thoughts, feelings, and actions are valid and as important as anyone else. •There are no right or wrong answers. •If you don't want to write anything on paper, that's okay. You can just think and reflect on your own. •Each person's reflection may help others to also reflect; by sharing your experience with the group, you may find someone to whom you 'connect'. <p>Do you have any questions about what's going to happen?</p>	<p>There are stacks of colored cards in the center of your tables. Each color represents one of the reflections – Head, Heart, & Feet.</p> <p>We are going to start with our Heads first. Take a deep breath, close your eyes (if you feel comfortable). We will all be quiet for a moment. Take this time to think about something you learned at the meeting (an idea, a new topic, a bit of knowledge). [Wait 30 seconds]. [PUT FOCUS Q on WALL]. Using a marker, write a short description of one thing you learned that was important to you. [Follow our guidelines on the sticky wall – write big, no more than 7 words, be specific]</p> <p>Next, we move on to our feelings. Let's all take a moment to reflect on the feelings or emotions we experienced during our time together. [PUT FOCUS Q on WALL]. When you are ready, use a marker to write your reflection on your Heart card. [Reminder to follow the guidelines]</p> <p>Finally, we will take some time to reflect on our intentions— what do we plan to do, or what actions will we take— because of what we learned or experienced during our time together? [PUT FOCUS Q on WALL] When you are ready, use a marker to write your reflection on your Heart card. [Reminder to follow the guidelines]</p>	<p>When everyone at your table is done writing, take a few minutes, and have each person at your table share one thought, feeling, or action with the others at their table. Pick one of your cards and tell your group about it.</p> <p>[When conversations are ending] Thank you everyone for sharing. Would a few people like to share one insight they had from their conversation with their group?</p> <p>We need 1-2 volunteers from each table to gather up all of the cards. Bring them up to the sticky wall and stick them in the appropriate box on the wall (under the right symbol). If you see similar ideas already up on the wall, place them closely.</p> <p>[WHEN CARDS ARE ALL ON THE WALL]</p> <p>Let's come back together as a large group-</p> <p>First everyone look at the Head cards:</p> <ol style="list-style-type: none"> 1. What do you see? What stands out to you? 2. What ideas are common? 3. What makes you curious? What questions do these bring up for you? <p>[REPEAT FOR EACH CATEGORY]</p>	<p>In closing, I'd like to look forward to the future...</p> <p>Who would like to share something they've realized that they would like to see as the next steps? It could be something new, something different, or changing something that already exists.</p> <p>Ask 3-5 people to share their insights.</p> <p>Any other last closing thoughts, comments, or questions?</p> <p>Thank you!</p>

FACILITATION PLANNING (VIRTUAL ADAPTATION)



PREPARATION

The prep for this virtual activity will look a little different than that of the in-person facilitation. While there will be no prep of physical materials, things you will need to do beforehand include:

- Create a digital template to work in (you can do this using Microsoft Word, Microsoft PowerPoint, or other software, by creating a space in a web-based platform like Canva or Miro, or by programming the reflection questions into a polling software like Mentimeter)
- Send out virtual meeting invitation to participants with link to meeting space

Supplies and materials you will need include:

- Virtual meeting platform
 - Digital template/ Web-based platform
 - Accessibility options (closed captioning, translation, etc.)
 - Notetaker
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WARM-UP

- Orient group to the purpose of the activity
 - Go over group agreements
 - Explain the three categories:
 - Head = what knowledge did you gain
 - Heart = how did you feel
 - Feet = what actions do you plan to take
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CONDUCTING THE ACTIVITY

- Guide the group through the focus question reflections for each category
 - Individual brainstorming
 - Sharing with the group
 - Type reflections into template
 - Each idea represented individually
 - 5-7 words to keep concise
 - POLLING SOFTWARE OPTION: give the group the link/code to take the poll and screenshare the reflections real-time
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WRAP UP

- Reflect as a large group to wrap up activity
 - What stands out
 - Are there any surprises
 - What are the next steps
 - Last thoughts
- Share that group will get a document that reflects the work they did together
- Take screenshots of the group's finished work so that you can have a visual to refer to during analysis

FACILITATION PLANNING (VIRTUAL ADAPTATION)

Head, Heart, & Feet Evaluation Activity – Facilitation Plan			
Location:	Date:	Time:	# of participants:
Facilitator(s):	<u>Rational Aim:</u> Participants will identify individual and group outcomes (knowledge, attitudes, intentions) gained from the meeting.		<u>Experiential Aim:</u> Participants will (individually and collectively) reflect upon their learning, their realizations, and their newly acquired aspirations resulting from the meeting, and feel a sense of shared understanding/meaning from the experience.
<u>Room set-up:</u> Virtual Platform (Like Zoom)	<u>Materials:</u> virtual platform for collaboration	<u>Supplies:</u> digital template for Head Heart Feet	

Head, Heart, & Feet Reflection Session

Introduction (5 minutes)	Self-Reflection (10 minutes)	Shared Reflection/ Interpretation (35 minutes)	Collective Aspirations/ Future Directions (10 minutes)
<p>We experience learning with our whole selves: We think (point to head symbol), we feel (point to heart symbol), we act (point to footprints symbol).</p> <p>In this activity, each of us will take some time to reflect on our experience together. Then we will share our personal experiences by writing down at least 1 word or sentence about how this meeting affected our thoughts, feelings, and intentions/actions. Finally, we will come together to look at what was shared with the group, discuss our observations, and talk about what it means for your group.</p> <p>Before we get started, we want to share some guidelines for this activity.</p> <ul style="list-style-type: none"> •Each person's thoughts, feelings, and actions are valid and as important as anyone else. •There are no right or wrong answers. •If you don't want to write anything on paper, that's okay. You can just think and reflect on your own. •Each person's reflection may help others to also reflect; by sharing your experience with the group, you may find someone to whom you 'connect'. <p>Do you have any questions about what's going to happen?</p>	<p>There are three focus questions. Each one represents one of the reflections – Head, Heart, & Feet.</p> <p>We are going to start with our Heads first. Take a deep breath, close your eyes (if you feel comfortable). We will all be quiet for a moment. Take this time to think about something you learned at the meeting (an idea, a new topic, a bit of knowledge). [Wait 30 seconds]. [PUT FOCUS Q on SCREEN]. Share a short description of one thing you learned that was important to you. [Follow our guidelines – individual ideas, no more than 7 words, be specific]</p> <p>Next, we move on to our feelings. Let's all take a moment to reflect on the feelings or emotions we experienced during our time together. [PUT FOCUS Q on SCREEN]. When you are ready, share your reflection on what you felt. [Reminder to follow the guidelines]</p> <p>Finally, we will take some time to reflect on our intentions— what do we plan to do, or what actions will we take— because of what we learned or experienced during our time together? [PUT FOCUS Q on SCREEN] When you are ready, share your reflection on your action steps. [Reminder to follow the guidelines]</p>	<p>When everyone is done sharing, take a few minutes, and have each person share one thought, feeling, or action with the others in the group.</p> <p>[WHEN ALL ANSWERS ARE ON THE SCREEN]</p> <p>Let's look at each focus question as a large group-</p> <p>First everyone look at the Head cards:</p> <ol style="list-style-type: none"> 1. What do you see? What stands out to you? 2. What ideas are common? 3. What makes you curious? What questions do these bring up for you? <p>[REPEAT FOR EACH CATEGORY]</p>	<p>In closing, I'd like to look forward to the future...</p> <p>Who would like to share something they've realized that they would like to see as the next steps? It could be something new, something different, or changing something that already exists.</p> <p>Ask 3-5 people to share their insights.</p> <p>Any other last closing thoughts, comments, or questions?</p> <p>Thank you!</p>

DATA ANALYSIS



WHAT ANALYSIS CAN WE DO?

For this activity, the responses from all participants can be analyzed using a qualitative analysis method. One or more persons reviews each response and decides how to 'code' or categorize the information according to the meaning or purpose of the response. Once all responses are coded, responses are reviewed collectively to identify the larger ideas or themes that describe the group's collective experiences.



HOW DO WE ANALYZE IT?

Take each of the handwritten Head, Heart, & Feet cards and type the responses into a document or spreadsheet that organizes the responses into the three categories. You can use a list format or a visual diagram which reviewers then use for coding. If you use polling software, export the raw data to a spreadsheet for analysis.

OTHER HELPFUL INFORMATION



HOW CAN RESULTS BE SHARED?

You may choose to share the themes from your analysis with participants in a summary brief and ask for their feedback on how the experience might be improved. You may decide to involve participants in an activity to help with reviewing, coding, and interpreting the larger ideas or themes. This evaluation activity can be repeated over time, and the results compared to your program goals and/or to the previous times to see where changes are happening and help decide future directions.



FACILITATION TIPS

1

Make sure to spray the sticky wall ahead of time with spray adhesive so that the cardstock will stick when you place them on it.

2

Walk around while the group is brainstorming to see how much time they need and keep them on track with time.

3

If you're doing this virtually, you can achieve engaging and meaningful participation by using a polling software like Mentimeter.

4

Providing participants with the facilitator instructions for this activity can build capacity for evaluation.



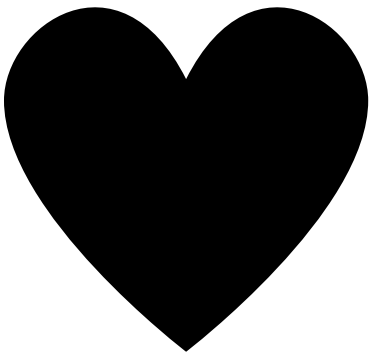
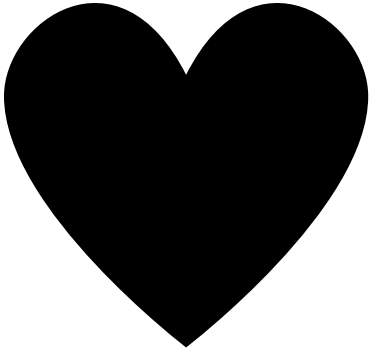
PARTICIPATORY EVALUATION ACTIVITY SOURCE(S)

1. [Facilitation Quick Tips: Head-Heart-Feet – ETR](#), by Drawbridge; Cahan-Lipman; and Hart (2016), Planned Parenthood League of Massachusetts

ACTIVITY TEMPLATE



ACTIVITY TEMPLATE




ACTIVITY TEMPLATE



SAMPLE TEMPLATE (DIGITAL ADAPTATION)

Go to www.menti.com and use the code 4013 4298

What did you learn?




Press 5 to hide image

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Go to www.menti.com and use the code 8195 1745

What did you learn? ¿Qué aprendió?




Creative ideas	how creative committed people are	Learned about amazing projects!
Relationships and rapport matter a lot!	SO so sooooo many accomplishments!!!!	How to continue riding the wave of change
amazing progress can happen in challenging and uncertain times	The effects of our work can be seen in many levels, even if we don't realize it.	Sites have accomplished so much during these unprecedented times.

Press 5 to show image

25

Go to www.menti.com and use the code 4013 4298

How do you feel?




Press 5 to hide image

26

Go to www.menti.com and use the code 8195 1745

How do you feel? ¿Cómo se sintió?



Exhausted	Grateful excited	Proud and inspired
Refreshed	Excited for the future of the extension	So excited, thankful, and supported!
Accomplished/successful in our efforts so far and motivated to continue	Grateful and a bit tired	I feel proud that I have been a part of this amazing group and collective effort to support

Press 5 to show image

25

Go to www.menti.com and use the code 4013 4298

As a result of this retreat, what do you plan to do?




Press 5 to hide image

Nothing is closed

27

Go to www.menti.com and use the code 8195 1745

As a result of this meeting, what do you plan to do? Como resultado de esta reunión, ¿qué planea hacer?



My best.	focus on supporting forward movement	Further assist as needed
Invest time and energy in redesign of leadership content and delivery for the Influencers Institute	Be really clear and intentional with goals and how we will measure success over the next six months. Lean into partnerships!	Mapping our communication and checking in to see if we're all in agreement with how we'll communicate for the next 6 months.

Press 5 to show image

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