Ariennir gan Lywodraeth Cymru
Funded by Welsh Government

TAKEOVER DAY
DIWRNOD MEDDIANNU
Kids in Museums

Evaluation tips
Awgrymiadau am werthuso

Tips to help you review the day

- **Think about what you really want to know.** Don't try to cover every aspect of your Takeover Day. Narrow the focus down so you get the answers to two or three questions that matter most to you. Perhaps your Takeover Day has made colleagues think differently about young people? Or you have learnt how to make young people's events run more smoothly in future?

- **Pick who you ask.** Choose one or two groups who will give you the most useful feedback to your questions. It could be the children and young people, or accompanying teachers and group leaders, museum staff and volunteers, or visitors to your museum on Takeover Day.

- **Design your questions** around these evaluation aims and audiences. Make it as simple as possible for people to reply. Test out your questions on colleagues beforehand so you know that they work.

- **Decide when to collect feedback.** This will vary depending on who you are talking to and what you want to know. Finding out which activities have been most popular can be done on the day. Identifying changes in attitude needs more time. Consider starting your evaluation before Takeover Day itself, so you can track changes.

- **Decide how to collect feedback** and produce any materials. Try paper-based or online surveys, interviews and focus groups, mind-maps, a graffiti wall or 'washing line' of comments. Check what people are saying about your event on the internet and social media sites.

- **Collect the feedback, analyse it and do something with it!** Share successes with the media, senior colleagues and other stakeholders. Identify what could be improved and put plans in place to do so. Remember to let Kids in Museums know how you got on.

- **Keep the door open** to more feedback from all your groups. Welcome it when it arrives, however unexpected. Takeover Day is just the start. Carry on the conversation.

For more ideas about evaluation:
Wales.gov and search for Inspired Learning, and GEM
I gael rhagor o syniadau am werthuso:
Wales.gov a chwilio am Annog Dysgu, ac GEM

Awgrymiadau i'ch helpu i adolygu'r dydd

- **Ystyriwch beth yn union rydych eisiau ei wybod.** Mae'n amhosib cynnwys pob agwedd o'ch Diwrnod Meddiannu. Gwnewch y ffocws yn fwy cul fel eich bod yn cael ateb i ddau neu dri o'r cwestiynau sydd bwysicaf i chi. Efallai bod eich Diwrnod Meddiannu wedi gwneud i gydweithwyr feddwl yn wahanol am bobl ifanc? Neu efallai eich bod wedi dysgu sut i wneud i weithgareddau pobl ifanc redeg yn fwy esmwyth yn y dyfodol?

- **Dewiswch i bwy y dylech ofyn.** Dewiswch un neu ddau o grwpiau fydd yn rhoi'r atebion mwyaf defnyddiol i'ch cwestiynau. Efallai mai'r plant a'r bobl ifanc fyddai orau, neu'r athrawon ac arweinwyr grŵp oedd gyda nhw, staff yr amgueddfa a gwirfoddolwyr, neu ymwelwyr â'ch amgueddfa ar y Diwrnod Meddiannu.

- **Lluniwch eich cwestiynau** o amgylch y cynulleidfaoedd a'r amcanion gwerthuso yma. Gwnewch nhw mor syml ag sy'n bosibl i bobl eu hateb. Profwch eich cwestiynau ar gydweithwyr o flaen llaw i sicrhau eu bod yn gweithio.

- **Penderfynwch pryd i gasglu adborth.** Bydd hyn yn amrywio yn dibynnu gyda phwy yr ydych yn siarad a'r hyn rydych eisiau ei wybod. Gallwch ganfod pa weithgareddau sydd wedi bod fwyaf poblogaidd ar y diwrnod. Mae angen rhagor o amser i weld newidiadau mewn agwedd. Gallech ystyried cychwyn eich gwerthusiad cyn y Diwrnod Meddiannu ei hun, er mwyn i chi allu olrhain newidiadau.

- **Penderfynwch sut i gasglu'r adborth** a chynhyrchu unrhyw ddefnyddiau. Rhowch gynnig ar arolygon ar-lein neu ar bapur, cyfweliadau a grwpiau ffocws, mapiau meddwl, wal graffiti neu 'lein ddillad' o sylwadau. Edrychwch i weld beth mae pobl yn ei ddweud am eich gweithgareddau ar y we a gwefannau cyfryngau cymdeithasu.

- **Casglwch yr adborth, ei ddadansoddi a gwneud rhywbeth â fo!** Rhannwch lwyddiannau gyda'r cyfryngau, cydweithwyr uwch a rhanddeiliaid eraill. Edrychwch i weld beth allai gael ei wella a rhowch gynlluniau ar waith i wneud hynny. Cofiwch adael i Kids in Museums wybod sut aeth pethau.

- **Cadwch y drws yn agored** i gael rhagor o adborth gan eich grwpiau i gyd. Estynnwch groeso pan ddaw, dim ots pa mor annisgwyl ydyw. Mae Diwrnod Meddiannu yn ffordd o agor sgwrs – daliwch ymlaen â hi.