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Evaluation report

Aims and objectives

In this report we summarize the overall evaluation of the Barefoot Coaching project. The evaluation was coordinated by Rogers Foundation as the responsible partner and was carried out with the continuous contribution of all project partners.

Evaluation played a significant role in our project, since two courses and the related course materials were tested on our pilot occasions, and we aimed at further developing them to build a solid course structure and material for further use beyond the scope of this project.

The evaluation process included the monitoring and evaluation of all project activities, with special emphasis on monitoring the project management throughout the entire project period, and the evaluation of the pilot trainings and related course materials.

The purpose of the *project management monitoring, risk management and evaluation* was to ensure a solid management process during the 16 month project and to draw conclusions about the working method of the partnership.

The purpose of the *pilot course evaluation* was mainly to get an insight from external users about the Innertopia method in practice, with an aim to further develop and widely use this method not only by the project partners, but by all our trained barefoot guides and trainers and their prospective target groups.

Monitoring and evaluation of project management

The project management monitoring and evaluation was built on the following pillars:

- Risk management and monitoring plan prepared during the proposal period and reevaluated at the start of the project and then at halfway during the project period
- More than 50 online meetings throughout the project period with written agenda and minutes of the meetings and an informal feedback method used by all partners
- One internal management evaluation survey, resulting discussions and in reallocation of certain tasks and responsibilities
- One face-to-face TPM focusing on assessment of the results we already had, action plan for the following project period and revealing possible problems by the project partners
- Final evaluation meeting by the project team after the closing of the project (still to be held)

Project management evaluation step by step:

- 1) Assessment of the Risk management and monitoring plan from the project management point-of-view

Based on our risk assessment matrix we identified one actual risk related to the project management. It was the following:

Key person leaves the project - Taking into account that the international partner organisations are relatively small and this project needed only one maximum two people from each organization, there would have been a considerably strong effect if any of these people quit their organization. For mitigating the possible effect of this all the organizations delegated at least two people for the project who were always up to date with the processes even if not all the time played an active role in the actual work, so if any of them left the organization the other one would have been able to continue the work without hitches. The traceability of our work was also ensured by the well administered project meetings with agenda and minutes and task lists. Fortunately there was only a minor change during the project - due to a maternity leave - but it took place in the first quarter so the new member could easily get on board.

- 2) Project meetings with agenda, minutes and informal feedback method

We put a great emphasis on keeping up a continuous workflow and communication throughout the project, focusing on equally involving all project partners, so that everyone is motivated and feels the flow during the whole project period.

We ensured this continuous communication and workflow with our biweekly online meetings, which made it possible to discuss all tasks and ideas and also kept a platform for all of us for sharing our doubts or problems. The regularity of our meetings made it possible to be always on time with our tasks and reveal any timeslips in time. Therefore the time management of the project is considered to be successful.

- 3) One internal management evaluation survey, processed resulting in discussions and in reallocation of certain tasks and responsibilities

Most feedback was very positive about the operation of the management and the communication among the partners. Some highlighted that a more specific task allocation and in some cases more balanced allocation of work, and a more responsive communication platform would help us be even more effective.

Subsequently we introduced a task list related to each meeting and we agreed on using our WhatsApp group as the primary communication channel.

We also took measures to allocate the partners' responsibilities more balanced to address the needs of each partner. It raised trust in the process and also in all partners that we find effective solutions to our problems therefore we consider this method successful.

- 4) Face-to-face TPM focusing on assessment of the results we already had, action plan for the following project period and revealing any potential problem by the project partners

As a part of our transnational partner meeting we evaluated our preparation for the pilot courses and also the working method of our partnership. We came to a conclusion that the pilot courses were successful as pilot occasions, however as previously estimated, more structure and tailor-made planning for future occasions will help to make the course applicable to several target groups.

We stated that our partnership works well, the biweekly meetings are effective and help everyone to have a balanced workload. The availability of the partners through the WhatsApp channel makes us feel always connected and fully present in the project.

- 5) Final evaluation meeting by the project team after the closing of the project (still to be held)

For drawing conclusions about the project as a whole and to assess our partnership we plan to have a final closing meeting after the final report is handed in to the national agency. This will ensure we have a final overview about our work - including the reporting period - and also opens a platform to discuss what we would do differently in case a new cooperation was founded.

Besides the quality of the results, all members of the international partnership are open to further cooperation with each other which supports the fact that this is a well functioning partnership.

Conclusion:

As a conclusion of our monitoring and evaluation of project management we considered our project management successful.

Evaluation of the pilot workshops

The evaluation of the pilot workshops was built on the following pillars:

- 1) Pre-selection of candidate participants
- 2) Feedbacks during the face-to-face pilot workshop (at the end of each day)
- 3) Evaluation form after the face-to-face pilot workshop
- 4) Feedbacks during the online workshop (at the end of each online session)
- 5) Evaluation form after the online pilot workshop

Pre-selection of candidate participants

In the application form to cover participant readiness as well as their expectations, applicants responded to questions (see Annexe) related to their professional background, motivation and personal engagement.

We had 77 applicants in total for the face-to-face and the online courses. 24 of the 77 applicants already had a specific group in mind with whom they wanted to work in the near future.

The two main types of motivations and expectations of the applicants were:

- Acquiring new skills and methods for practical use in their coaching practice or with their students or in their everyday work in the business sector.
- Connect with each other. Getting to know other participants from the mental health/coaching sector

We kept in mind these expectations when developing the course plan.

The face-to-face training in Amsterdam took 4,5 days, 7 hours each day, the online training took 30 hours in total, 18 participants finished the face to face course and 13 participants took part in at least 70% of the online course. In total we trained 32 barefoot coaches of whom 14 qualified as trainers who are able to train new barefoot coaches.

The course evaluation is based on the two evaluation questionnaires and the oral/written instant feedback at the end of each session.

Amsterdam Face-to-face training evaluation

Daily feedback during the course

We considered it very important to receive continuous feedback from our participants, so that we can instantly react to their needs and opinions. This is why we incorporated feedback sessions during the days and also a playful feedback method at the end of each day.



During these sessions the participants commented on their actual state and had the opportunity to give comments about what they liked and didn't like during the day. After these feedback sessions and the closing we held a further session for the trainers discussing the findings from the day and also ways to incorporate this feedback into next day's sessions.

At the last day of the face-to-face training we had a longer oral feedback session in a playful way in order to give the opportunity to everyone to express their overall impressions about the course and to make a stronger connection with each other.



Face-to-face pilot training evaluation form assessment

Before the closing of the face-to-face pilot training we sent out an evaluation form for the participants, which aimed at collecting detailed feedback about our training.

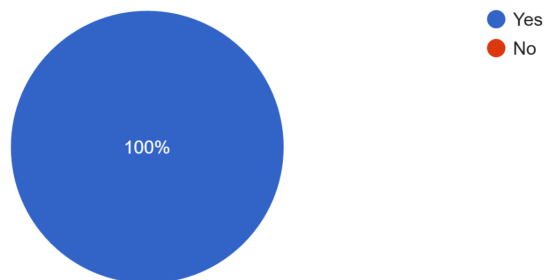
18 participants completed the evaluation questionnaire. We show all the answers on graphs and also - where relevant - document what measures were taken after receiving the answers.

1) New connections

During the course did you meet one or more new people with whom you expect to stay in touch?

During the course, did you meet one or more 'new' people with whom you expect to stay in touch?

18 válasz



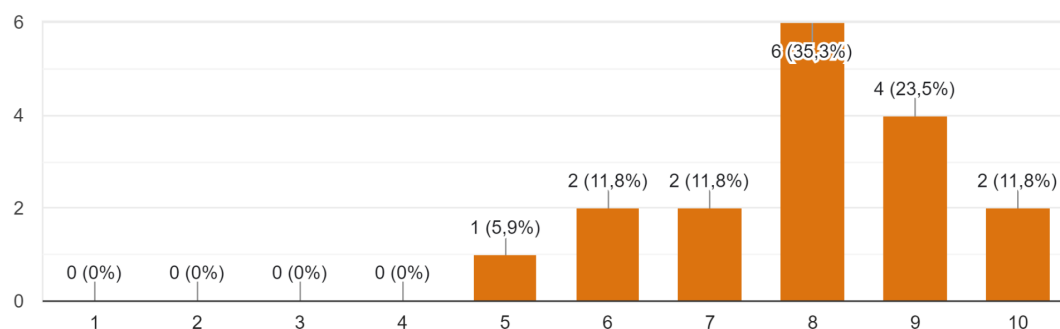
100 % of the participants plan to stay in touch with one or more people they met during the course!

One of our aims with this course was to provide people with new connections in their professional field, therefore we were very much satisfied with this answer

2) Do you feel comfortable with guiding an Innertopia group?

Do you feel comfortable with starting an Innertopia group program?

17 válasz

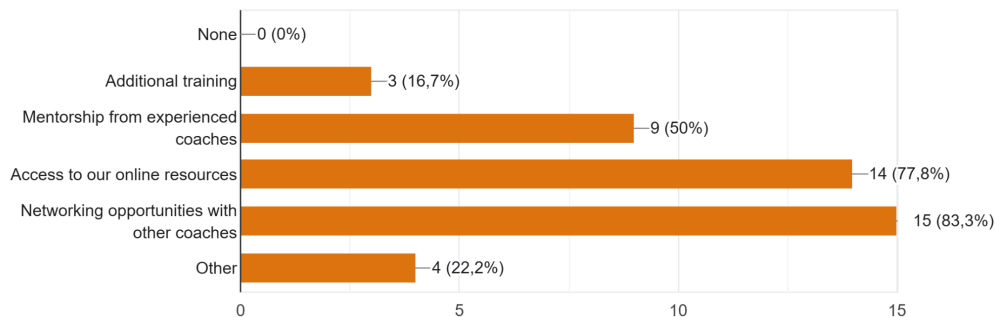


All of the participants are more comfortable than not with starting an Innertopia group. This was also an aim that the participants get to know a practical method which they can use in group settings after the course. Therefore we considered this distribution of answers favourable.

3) What support might you need to feel confident?

What support might you need to feel confident leading an Innertopia group? (Select all that apply)

18 válasz



For leading a group most respondents (**83%**) indicated that **networking opportunities** with other coaches would be a great support => the **WhatsApp group** is an excellent answer for this need. We already established such a group for the participants.

Access for **online resources** (indicated by **77%** of the participants as a possible support) is provided through the **hosting transformation webpage** and the Legacy17 website. Also all materials are sent directly to the participants.

Mentorship from experienced coaches was indicated by half of the participants (**50%**). In order to answer this need, facilitators of the workshop provided the participants with their email addresses, and encouraged participants to ask for help if needed. Our WhatsApp group is also a platform to ask for further help, or mentorship when someone needs it. The WhatsApp group activity will be followed by the project partners after the closing date of the project. In Hungary a small group was already formed who regularly meet online for discussing related topics and also for providing mentorship if needed

4) What kind of group do you have in mind?

This was an open question. The answers were the following:

- Women (3),
- Vulnerable groups,
- Business teams,
- Self-support groups,
- Students,
- Mental wellbeing support groups at companies,
- Either local peer support for Neurodivergent people or Online peer support for ND People,
- Professionals in b2b marketing
- Mothers returning to work,
- Youngsters about to start their careers,
- Business environment,
- Students of Homeopathy

These answers show that a great variety of people can benefit from the work of the trained barefoot coaches/guides.

5) Overall experience

82% say that they “learned a lot”

52% - more than half say that they would need more time to digest

35% says it is just what they needed and 23% (4 people) say good but incomplete

We did not get any particularly negative answer about the course

6) Facilitation

88% (15 people) maintain that they felt safe to be themselves and that the facilitation was personally engaging, 64% (11) and 59% (10) people found that the facilitation was competent and professional. These answers show that a majority of the participants found the facilitation satisfying.

7) Most valuable aspects of the course

Highlights and summary:

- exchange of experiences and tools
- practice with peers - sharing and practice
- test ourselves in realistic situations
- relationships
- Marilyn’s wisdom and experience
- diversity of people and professions

Things to improve

Participants highlighted the following things that they think could be further improved

- More structure in the course facilitation
- More clarity about how to sell the program (eg. under what name, logo, etc.)
- More free time or shorter sessions
- More bodywork/movement exercises or possibilities for moving the body

These recommendations have been adopted. When holding workshops after the pilot workshop we structured the activities a bit differently and gave more explanations before some of the activities to address the need for more structure.

The need for more clarity about how to sell the program was addressed by the development of marketing material (see in the written project products section) and using input from participants and projectteam to make final decisions. Ending with us giving more clarity to all participants about the preferred name of the program from now on (Innertopia- Live Your Power, rather than Barefoot coaching) and what to name the facilitators (guides rather than coaches).

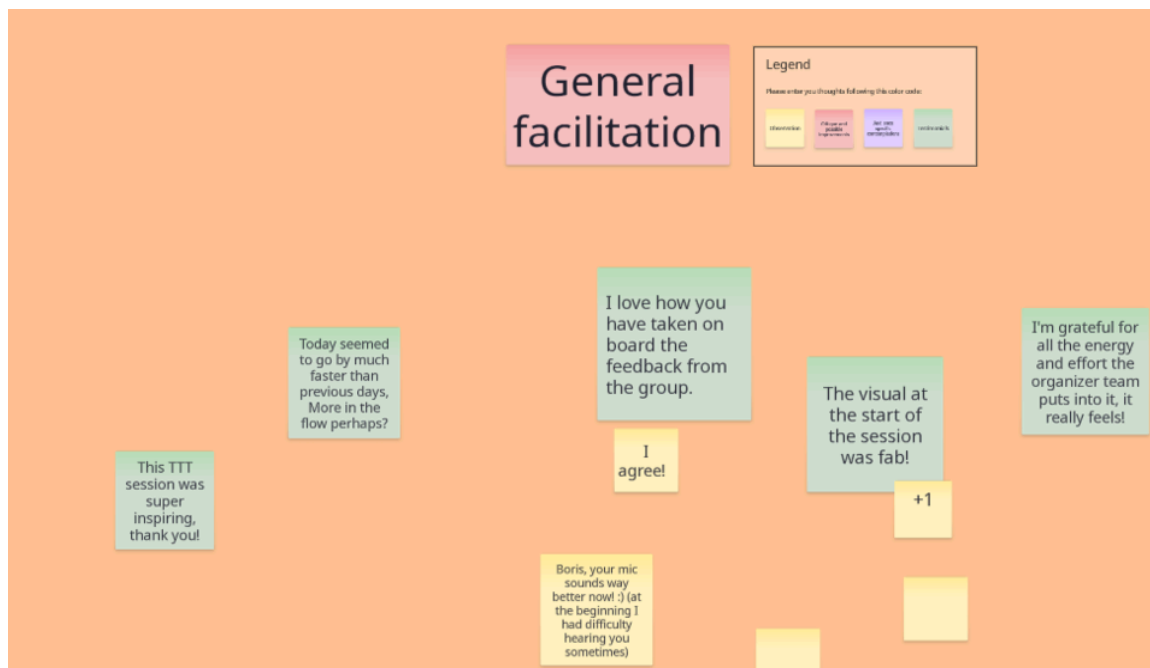
More free time, shorter sessions and more bodyworks will be incorporated when relevant.

Online course: responses from participants

Instant feedback at the end of each session (4+1 sessions in total)

At the end of each online session we collected reflections about all the activities during that session plus about the facilitation. These reflections were always incorporated during the planning of the next online session.

An example of these reflections (from Module 4) can be seen on the following picture. The virtual post-its were placed on a shared whiteboard by the participants:



In general it can be drawn from the reflections that online facilitation improved a lot after the first and second sessions and several participants appreciated how quickly the facilitation team reacted to feedback, ideas and suggestions.

Participants were grateful for the openness and sincerity of the facilitators who managed to create a safe space during the workshops. They felt ready to try out new exercises and were curious about each other. The participants perceived the exercises as energizing and uplifting, e.g.: “Made me really happy and joyful about creating something in the future”, “I’m grateful for all the energy and effort the organizer team puts into it, it really feels!”

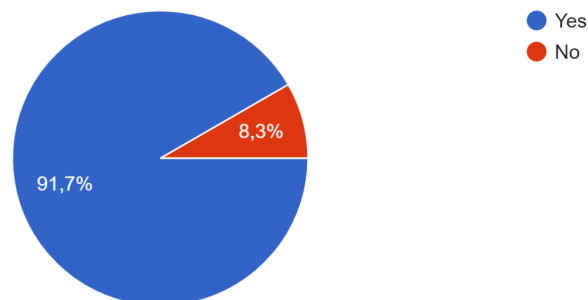
Summary of the online pilot training evaluation form

The online pilot training evaluation form was filled out by 12 participants.

1) New connections

During the course, did you get to know one or more 'new' people with whom you expect to stay in touch?

12 válasz

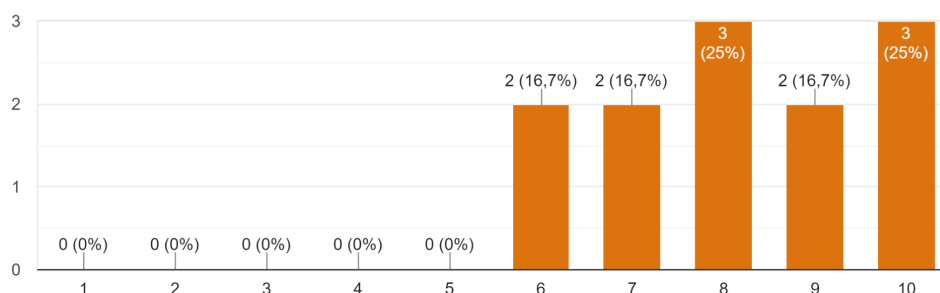


It seemed that most of the participants intended to stay in touch with each other – something that is in fact observed to be taking place, e.g. through the online meetings of the Hungarian participants.

2) Do you feel comfortable with guiding an Innertopia group?

Do you feel comfortable with starting an Innertopia group program?

12 válasz

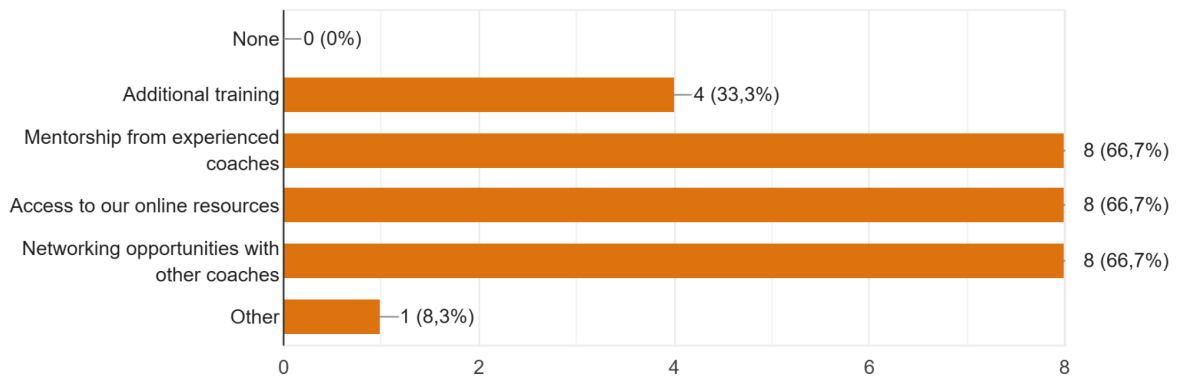


Here we experience almost the same percentage as on the face-to-face course: 69% of the participants are rather comfortable (scored at least 8/10 on the scale) starting an innertopia course.

3) What support might you need to feel confident?

What support might you need to feel confident leading an Innertopia group? (Select all that apply)

12 válasz



The responses highlighted the same three types of support requested by participants in the Amsterdam event, namely mentorship, access to online resources, and networking opportunities, 66%, respectively

4) What kind of group do you have in mind?

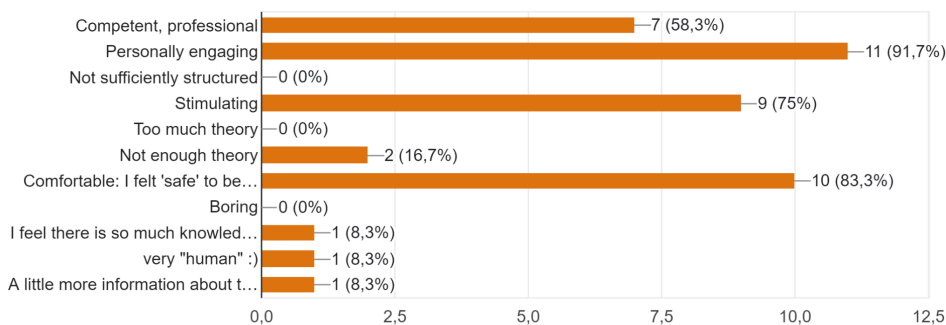
- Neurodiverse Teenagers and Young Adults. Their families and my colleagues who work with ND community.
- Business and Seminar guests
 - Group in a business environment
 - Group at an NGO where I volunteer at
 - Public group with my network
- Educational team in an international NGO and peer coaching for neurodivergent adults
- Expats
- A group of ppl who are interested in permaculture or would like to make a lifestyle change int that direction
- Turkish community in NL or TR & (international) expats in NL or Germany

It can be seen clearly from the answers that there is a great variety in backgrounds of the participants, therefore there's a variety in the groups the trained coaches and trainers plan to approach. This also shows that this method can generally be used in groups for empowerment.

5) Overall rating

Your overall rating of the course facilitation (select all that apply)

12 válasz



91% of the participants found the course personally engaging and 83% of them felt safe to be themselves (which means that only 2 people did not mark that they felt entirely safe).

The participants highlighted a number of positive things they could harvest from the course, including.

- The inviting, friendly and enthusiastic approach of the course facilitators
- Interacting with different people. Enthusiastic facilitators with great visions
- The way the programme was structured and I enjoyed the exercises. The LYP workbook is beautiful and engaging.
- How to be themselves and to focus on more positive aspects,
- How to interact with different people and share reflections
- The Innertopia booklet itself
- A new concept, easily applicable program
- Sharing our reflections on the exercises, home groups, multisensory approach
- The space which was safe enough to step out from one's comfort zone and try new roles
- The ease of it and the shared joy. How inviting Jutta and Boris are. That it is easily implemented right away with my kids and with friends :)

It was very important for us to receive this informal feedback in the form of open answers. This shows us the best, that our participants enjoyed working with us and found the course valuable and worth spreading.

Based on the reflections at the end of each session and the answers from the online course evaluation form we consider the online pilot course successful, worthy to further develop based on the feedback and to continue using beyond the scope of this project.

Comparison:

Similarities and differences between the evaluation results of the two pilot trainings:

Summary of questionnaire responses, both events

We received 30 answers in total: 18 answers from the face-to-face training and 12 answers from the online training.

- 1) Almost all the participants (28 out of the 30) plan to **stay in touch** with one or more participants from the course. Since building connections was one of our aims with the course this is a very favourable result.
- 2) Our second aim was to make participants comfortable enough with our techniques so that following the course **they start their own Innertopia group**. Concerning this topic we received the following answers: 21 out of the 30 participants answered 8,9,10 on a 1-10 scale to the question if they are comfortable to start their own group. This means that $\frac{2}{3}$ of the participants are highly comfortable with starting their own group.
- 3) **The most important type of support** they indicated would help them are the same three for the face to face and the online groups:
 - Mentorship from experienced coaches
 - Access to our online resources
 - Networking opportunities with other coaches

These were the most popular answers after each event. The mentorship we provide to all participants who later express their need for it. It is carried out by e-mail communication, WhatsApp groups and also in some cases online meetings.

Networking opportunities we provide through a mailing list and WhatsApp groups for the participants and we plan to continue this kind of mentorship and networking beyond the scope of the project.

Access to our online resources is provided on our websites: www.legacy17.org, www.hostingtransformation.eu

Above all, a small community between the Hungarians who completed the face-to-face and the online pilot workshop is already formed and had two online meetings to share experiences related to the Innertopia workshops we hold and to have a platform where we can talk regularly. These online discussions are facilitated by the Hungarian project partners, who also finished the train-the-trainer face-to-face pilot course.

- 4) Our participants had different backgrounds, therefore they plan to work with a wide variety of groups as came out from both surveys. This was also very much our aim. This means that our methodology can reach people with different professional and social backgrounds which would also meet our objectives.

Conclusions from the pilot training evaluation:

- The main goal of the course, the course structure and methodology were similar in the two courses - this was one of our objectives to produce a course structure which is suitable to hold both face-to-face and online.
- The online course is evidently more cost-effective, so we can accept participants who are not able to pay for an offline course, or when no offline courses are held in their vicinity. However they will be able to receive a methodology which can be used widely.

As a result of the whole evaluation process we can state that both events (face-to-face and online) met all predefined criteria, demonstrating the effectiveness of the program. The results indicate high participant satisfaction and willingness to use the Innertopia method in the practice of the participants.

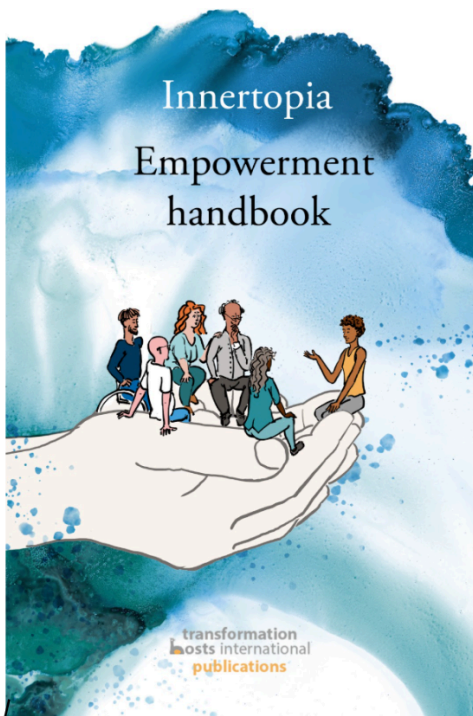
These successful pilots provide a strong foundation for establishing both online and face-to-face training programs in several countries and languages.

Evaluation of written project products

The written products in our project were all related to the Innertopia course - providing material not only to those who finished our pilot courses but also for those who are going to be trained as Innertopia barefoot coaches in the future. After having been reviewed these materials are ready to use.


The written materials are the followings:

The *Innertopia Empowerment Handbook*



The Innertopia Empowerment Handbook is a 30-page supporting document for all who plan to do or who are actually leading an Innertopia workshop. The handbook is also useful to anyone even without a professional coaching background who is interested more generally in how to facilitate a workshop for groups.

The evaluation of the Handbook was a common process: all partners took part in reviewing and giving feedback and all comments were considered and incorporated where relevant.



Innertopia group log

Coach
 Name _____ Phone _____ email _____

Group no.: _____ Group name: _____
 Starting date: _____ Registered with Legacy17 (date): _____
 Host organisation: _____
 No. of group members: _____ Place: _____

Group members			Present at meetings					
Name	Tel.	email	1	2	3	4	5	6
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Plan

Date	Focaliser	Notes
Meeting 1 _____	_____	_____
Meeting 2 _____	_____	_____
Meeting 3 _____	_____	_____
Meeting 4 _____	_____	_____
Meeting 5 _____	_____	_____
Meeting 6 _____	_____	_____

The *Innertopia coach log*

The innertopia coach log was reviewed by partners and tested by a few individuals who already held an Innertopia workshop. This material is prepared in a way that later on can be modified if further feedback shows the need for it.

INNERTOPIA - LYP

TRAINING FOR
EMPOWERMENT AND PEER
SUPPORT



The *Marketing materials*

Marketing materials were developed to promote future Innertopia courses. These materials can be used by all trained coaches and trainers and can be tailored according to the actual workshops and facilitators.

This material was also reviewed and evaluated by all partners and prepared in a way that it can be modified later according to needs.

This marketing material also addresses the needs of the course participants (according to the feedback forms) that they would be pleased to see more guidance on how to brand and how to sell their course.

Final conclusions

As a conclusion from the three pillars of the evaluation process we can state that our project was successful. We successfully finished all our planned project activities. We reached our goals - we trained talented and enthusiastic barefoot coaches and trainers, we developed supporting material for future barefoot coaches, we incorporated the various types of feedback into our materials, we developed marketing materials for promoting Innertopia courses and we continue our work by holding further Innertopia workshops in the partner countries. Furthermore the international project partners would be happy to work on future projects with this partnership.