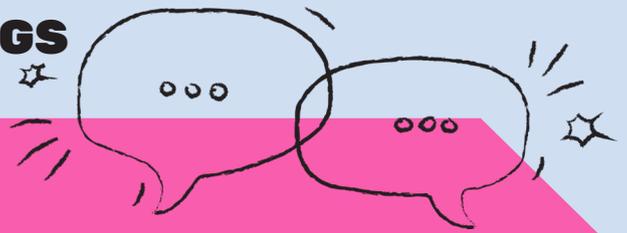


# FEEDBACK EVALUATION FINDINGS



It's important to provide young people with a clear and engaging summary of evaluation findings and outline the actions being taken based on their feedback. You could use the below template to create a report, structure the feedback you provide verbally at a meeting, or even create a short video in Canva or a similar platform.

## 1. INTRODUCTION

Briefly explain why young people's feedback is important.

Highlight the roles young people played in the engagement and evaluation process.

*Example: "We recently evaluated the project to see how well it's working for everyone, and your input has been really helpful. Here's what we found out and what will happen next!"*

## 2. WHAT WE FOUND

Present the main findings in a simple, easy-to-understand way.

Use bullet points, icons, or visuals to break down the information.

Include both successes and areas for improvement.

*Example: "Here's what we learned:*

- *Most of you said the workshops were fun and helpful.*
- *Some of you mentioned that you'd like more hands-on activities."*

## 3. CHANGES OR ACTIONS BASED ON FEEDBACK

Outline what changes will be made as a result of their feedback.

Be specific about how their input has influenced decisions. Also be clear if you don't expect any immediate outcomes.

*Example 1: "Based on what you told us, we're adding more group activities to the next workshop to make it more interactive."*

*Example 2: "We really appreciate what you had to say about policy cycles. Unfortunately this is not something we can change at this point, but we have shared your feedback with other teams, so others in Government are aware of the areas where our systems could improve."*

## **4. ACKNOWLEDGEMENT AND APPRECIATION**

Thank the young people for their involvement and contribution.

Highlight how valuable their feedback has been in shaping future actions.

*Example: “Thank you for sharing your thoughts with us! Your feedback is making a real difference in how we improve our policies.”*

## **5. NEXT STEPS**

Inform them about what happens next.

Share any upcoming opportunities for further involvement, and avenues of staying in touch.

*Example: “Next month, we’ll start putting these changes in place. If you have more ideas or want to get involved, let us know! We’d also like to stay in touch to let you know about future engagement opportunities. If you’re interested, please sign up for our newsletter [or insert any other options for how they can stay in touch with your department].”*

## **6. CONTACT INFORMATION**

Provide a way for them to ask more questions or give additional feedback. Use informal, accessible language to encourage them to reach out.