

## Group/Project Proposal

Name of Group:

Rationale:

- theoretical assumptions
- need indication from study/research
- need indication by client/identification by worker
- explain how this group can meet such service needs by either facilitating clients' needs or solving their problems

Group Goal:

- general statement of group aims

Objectives:

- be specific
- break into behavioral terms
- try not to exceed four
- rank order, distinguish primary or secondary objectives

Group Nature:

- therapeutic, developmental, recreational, educational, etc.

Membership:

- sex, age, specific characteristics, heterogeneity
- size
- open or closed membership

Structure of Meetings:

- frequency
- duration
- time and length of meeting

Place of Meeting:

- where to run program

Tentative Action Plans:

Resources (R-7)

- a) Recruitment methods - how you are going to recruit your group members.
- b) Tentative program plans

<u>Session</u>	<u>Objectives</u>	<u>Program Content</u>
D/M/Y #1	1. 2. 3.	1. 2. 3.

Preparation and Meeting Schedules:

- a) Recruitment : \_\_\_\_\_ to \_\_\_\_\_
- b) Intake : \_\_\_\_\_ to \_\_\_\_\_
- c) Meetings : \_\_\_\_\_ to \_\_\_\_\_

Budget

<u>Income</u>	<u>Expense</u>
Membership fees (\$ _____ x _____ ) \$ _____	1. \$ _____
Agency/Centre Subsidy \$ _____	2. \$ _____
Total \$ _____	\$ _____

Manpower: Worker(s) / Volunteers to be involved

Other facilities resources required:

Contingency plan:

Evaluation format:

Reference:

## Group Session Evaluation

- 1 Background information
  - 1.1 Name of the group
  - 1.2 Date of the session
  - 1.3 Time of the session
  - 1.4 Session number
  - 1.5 Venue
  - 1.6 Objectives of the session
  - 1.7 Attendance
  - 1.8 Absentee
  - 1.9 Actual session schedule
- 2 Group analysis
  - 2.1 Attendance
  - 2.2 Participation of group members
  - 2.3 Subgroups
  - 2.4 Group atmosphere
  - 2.5 Leadership
  - 2.6 Communication pattern
  - 2.7 Norm development
  - 2.8 Stages of group development
- 3 Individual profile of group members
- 4 Evaluation
  - 4.1 Achievement of objectives
  - 4.2 Planning and preparation (time, place, resources, preparation work, etc.)
  - 4.3 Workers' intervention (role, programme choice, programme management, leadership, worker's strengths and weakness, areas for improvement, etc.)
- 5 Recommendation for next session

Reference

Appendix

## Group Evaluation Report

6 Introduction (recapitulate the rationale for conducting the group)

7 Background information

7.1 Group goal

7.2 Group objectives

7.3 Group nature

7.4 Membership

7.5 Structure of meetings

Session	Date	Time	Venue	Objectives

8 Group analysis (by group phases)

8.1 Attendance

8.2 Participation of group members

8.3 Subgroups

8.4 Group atmosphere

8.5 Leadership

8.6 Communication pattern

8.7 Norm development

8.8 Stages of group development

9 Individual profile of group members

10 Financial Report

11 Evaluation

11.1 Achievement of objectives

11.2 Planning and preparation (time, place, promotion, recruitment, resources, etc.)

11.3 Workers' intervention (role, programme choice, programme management, leadership, worker's strengths and weakness, areas for improvement, etc.)

12 Recommendation

Reference

- Appendix - Pre-group interview guideline
- Promotion material
  - Membership list & attendance
  - Pre-test & post-test questionnaire
  - Session details
  - Photos