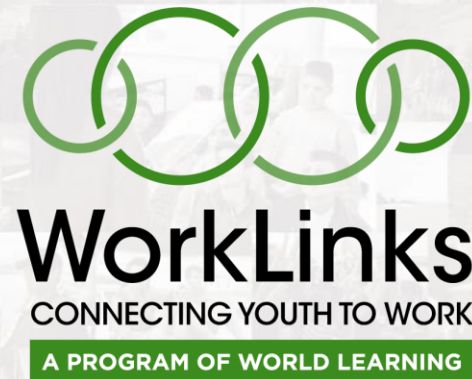


# The WorkLinks Skills and Values Assessment (WLSVA)

## Training Part 2 of 2



# Objectives

- I. Learn to match baseline and endline data, and practice this skill
- II. View key program data

# Agenda: Training Part 2 of 2

- I. Recap: Learning from Part 1 (10 minutes)
- II. Practice matching baseline and endline data (30 minutes)
- III. Use the “WLSVA Participant and Results Tracker” Excel Workbook to calculate % change and identify key results (40 minutes)
- IV. Reflections and Q&A (10 minutes)

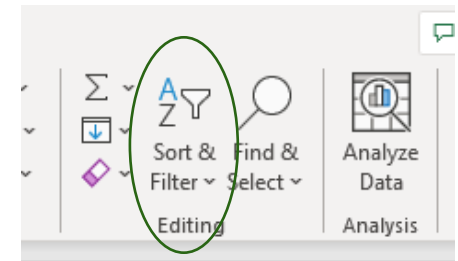
# Recap: Learning from Part 1 (10 minutes)

- Why use the WLSVA?
- Complete the core WLSVA yourselves
- Editing the WLSVA on Kobo Toolbox
- Downloading data

Any burning questions from Part 1 of the training?

## II. Practice matching pre and post data (30 mins)

1. Download the provided “Practice WLSVA Dataset” Excel workbook
  - a. In Column A, add all the Program ID numbers for your program (in this practice dataset, we have 1001, 1002, 1003, 1004, 1005, 1006, 1007, 1008, 1009, & 1010)
  - b. Make sure you have all possible numbers included, in order with no gaps.
2. In Sheet “1Pre-Training WLSVA” of the “WLSVA Practice Dataset” Excel Workbook, sort your data to make it easier to match
  - a. On the Pre-training WLSVA sheet, select the entire first row
  - b. Go to the Home menu and look towards the right side
  - c. Select the Sort & Filter menu arrow, then click the Filter button
  - d. Once the filter is applied, sort by the Program ID number by clicking the arrow on that column heading, and select Smallest to Largest
  - e. Check if the program ID numbers on the WLSVA look right. If something seems in the wrong format or if you have duplicate numbers, you might have to do some additional checks to match people correctly.



TIP: Some people make mistakes on their program ID, so you may have to check DOB or email in your Tracker for a correct match

## (cont'd) Practice matching pre and post data

4. In Sheet #2 of the “WLSVA Participant and Results Tracker” Excel Workbook, create column headings which match those in “Practice WLSVA Dataset”
5. Copy-paste the pre-training data from the “Practice WLSVA Dataset” in to Sheet #2 of “WLSVA Participant and Results Tracker”
  - a. Select the data from A1 to EG10. Paste it into the Sheet #2, cell A2.
  - b. If you have any missing WLSVA data, you should **keep** that ID number in Column A, but move all of the pre-program WLSVA data down so that you have an empty row next to that ID number. Here is one way to do this:
    - i. Select the entire row that is mismatched, right click, select Insert and you will get a blank row.
    - ii. Then select the blank Program ID number cell, right click, and delete. Select “Shift cells up”.
    - iii. This will bring the Program ID back up but leave the rest of the row blank.
  - c. You should have done two “data cleaning” fixes—describe them in the chat.

## (cont'd) Practice matching pre and post data

5. Go to the “2Post-training WLSVA” sheet in the “Practice Dataset” Excel
  - Create a filter row and sort the Program ID column like you did before.
6. Copy-paste the post-training data from the “Practice WLSVA Dataset” in to Sheet #2 of “WLSVA Participant and Results Tracker” so that participant data matches up correctly with the Program IDs in Column A
  - a. You will be copy-pasting it in E11 to the RIGHT of the pre-training data, so that each individual person has one complete row of pre and post-training data
  - b. Select, right click, and hide columns C to EH to check that the ID numbers match
  - c. If you have any missing post-training WLSVA data, you should **keep** the ID number in Column A, and **keep** all the pre-training data, but move all of the post-training WLSVA data down.
    - In this case, it is most efficient to **select just the row below the missing number.**
    - Select the “Program ID” cell for the post-training data and hold down **shift + →** to select all the data to the right. Right click on that selection and press **Insert**, then **Shift cells down**, then **OK**.

### III. Use WLSVA results to calculate % change (30 mins)

1. Find the data in the pre and post soft skills scores columns you created in Sheet #2 of the “WLSVA Participant and Results Tracker” Excel
2. Copy the soft skills pre-training scores and paste them into the column titled “Soft Skills Baseline) (column N)
3. Copy and past the post-training soft skills scores the same way (column O)
  - a. You should see the next column fill up with auto-calculated results, showing the percent change from pre to post
    - a. Type in the chat what you notice. Are there any negative changes? Why might that be? How big are the positive changes?
    - b. One of the cells says #DIV/0. You should delete this. Why?
    - c. One of the cells says 100%. You should delete this. Why?
  - b. Repeat this process for AVG\_Civic Values (and AVG\_Earning Skills if you have extra time)

TIP: The formula for percent change is  
$$=((\text{POST}-\text{PRE})/\text{PRE})$$

To do this on your own, you would type the formula in the result cell and then replace the words POST and PRE by clicking in the correct cell in one row. Then you can double click the lower right corner to apply that formula to all cells.

## IV. View key results (10 mins)

1. All assessments have some measurement error
  1. For example: if you take the WLSVA in the morning and evening, your scores might be slightly different even though you didn't receive any training during the day
  2. The measurement error for the whole WLSVA is 3.3%. This means that even if your score improved by 3% from pre to post, we can't count that as significant or meaningful change.
  3. Each specific skill set on the WLSVA also has a measurement error calculation between 3.8% - 5.5%
    1. The measurements of error for each index are listed on Row 63 of the "Instructions" sheet of the "WLSVA Participant and Results Tracker" Excel Workbook
2. Look at Sheet #3: Results of the "WLSVA Participant and Results Tracker" Excel Table – it is set up to auto-calculate the # of males and females and the % of all participants with meaningful improvement
  1. Type in the chat:
    1. The # of males and # of females with significantly improved soft skills
    2. The % of all participants with significantly improved soft skills
    3. The category of skills (soft skills, civic values, or earning skills) that showed the most improvement



- What did you learn today?
- What is not clear yet?
- Do you have suggestions for future WLSVA training?

Contact: [ariel.scharf@worldlearning.org](mailto:ariel.scharf@worldlearning.org)