# MY-PEER toolkit [1.0] USER GUIDE

# WEEKLY MONITORING TOOL

## Summary

The *Weekly Monitoring Tool* is designed to monitor the progress and development of each participant. Areas include communication and problem solving skills, confidence, self esteem, peer support, healthy relationships, knowledge, self efficacy, positive thinking and positive self concept.

## Keywords

Observation tool
Cross sectional data (snapshot)
Longitudinal data (trend analysis)
Quantitative data (frequency data)
Monitoring
Reporting
Communication

## Staff/Volunteer Use

## Participant Evaluation

## Resources

Paper-based
1-3 x staff members/volunteers
No training/support or external resources needed
No costs associated

## Individual Activity

## Time

Set up: N/A
Implementation and analysis: 15-30 min per session
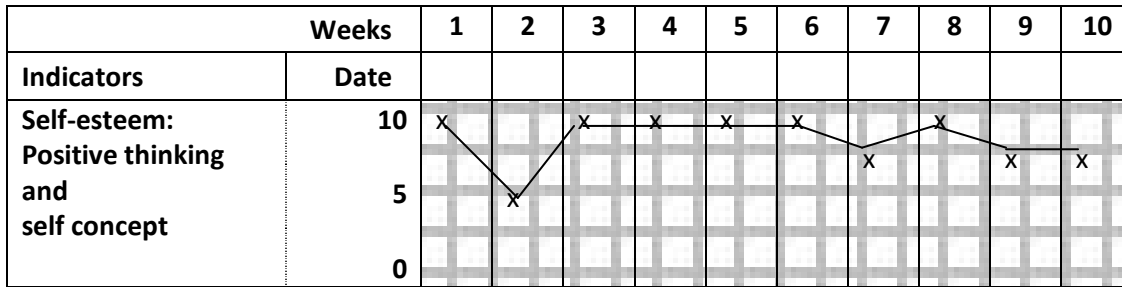
## Frequency of use

Ongoing (weekly)

## ⚙️ How to Use This Tool

The *Weekly Monitoring Tool* includes 7 indicators for positive development in young people. The table below provides example behaviours associated with each indicator that may be observed in young people:

| Indicators | Examples |
|---|---|
| Self-esteem: positive thinking and self concept | Feel opportunities are available to them just as much as anyone else<br>Hopeful/optimistic<br>Feel valued and good about self |
| Confidence and communication skills | Speaking up<br>Group participation |
| Problem solving skills | Awareness of problems solving strategies<br>Using effective problem solving skills |
| Peer support | Wanting to be accepted by peer group, conforming to group rules<br>Asking peers for help<br>Reaching out to others, empathy, awareness of others<br>Giving peers positive feedback/encouragement |
| Self efficacy | Realising they can influence what happens to them<br>Improved attitude to help seeking and help-seeking behaviour |
| Knowledge | Repeating what they have learned<br>Acting as a positive role model for peers<br>Awareness of services and support available<br>Adopting health promoting behaviours & positive life changes e.g. exercise, diet, less smoking<br>Avoiding risky behaviours, e.g. drugs, abusive relationships |
| Healthy relationships | Change of values, what they want and what they deserve<br>Raised awareness of how they are treated in a relationship<br>Confidence to end abusive relationships<br>Increased assertiveness and confidence to stand up to abusive partners |

Participants are rated on a scale of 0-10 by the program facilitators where 0 means the behaviour is not observed and 10 means very frequent demonstration of the behaviour. A separate page should be completed for each participant. The numbers are plotted on the grid after each program session for each participant. A line can then be drawn through the plots to create a visual picture of each participant's progress during the course of a program (see Example below). In addition, there is a notes page in which notes can be made each week to explain any significant changes in behaviour or to note any actions required.

**Example:**

| Weeks | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|---|---|
| **Indicators** | Date | | | | | | | | | | |

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Self-esteem: Positive thinking and self concept** | 10 | X | | X | X | X | X | | X | | |
| | 5 | | X | | | | | X | | X | X |
| | 0 | | | | | | | | | | |

## 👍 Suggested Uses

The *Weekly Monitoring Tool* is to be completed by the program facilitator on a weekly basis in order to monitor changes in participants' attitudes, beliefs and behaviour. If more than one program facilitator is able to complete the tool, plots for a single individual can be compared and any inconsistencies in ratings can be discussed.

Taking the results of all participants, the tool may be used to give a sense of the changes occurring in the whole group as well as to monitor the rate of individual change over time. The tool is also intended to identify any actions for young people who have particular needs/issues.

## 🧩 Complementary Tools

The *Weekly Monitoring Tool* provides data from the perspective of the program facilitator. To validate the results obtained with the tool further, the tool can be used in combination with one or more of the following tools which collect data from participants:

*Short Term Impacts Tool*
*Digital Storytelling Guide*
*Group Artwork*
*What if…? Scenarios*
*Group Discussion Guide*

The *Camp Participants Monitoring Tool* has been specifically designed for camp or retreat-based programs and has been tested within a peer support camp for young people. This tool collects data for each individual attending camp, enables consolidation of data at a group level and allows analysis of trends over several camps or retreats.

## Implementation Tips

- Not all young people need to display all indicators at every point of observation. The lack of an indicator may simply mean that there were no opportunities during a session for certain behaviours to be observed or the observer was unable to record the behaviour for all participants. The notes page can be used to explain the absence or presence of indicators for a participant.
- Recording participants' behaviours using the *Weekly Monitoring Tool* has been trialed in an agency with a limited amount of time and resources. It was found to be particularly useful to enable facilitators to be more proactive, identify trends and pass on important information about participants to other staff.
- The tool may be modified to include only those indicators of most relevance to a particular program.
- If possible, try to have two people complete the tool for a few weeks to see how consistent the results are. If you experience a lot of inconsistent results, program staffing teams should discuss and agree on specific behaviours they would expect to see for each indicator.
- Having more than one facilitator complete the tool on an ongoing basis is recommended should resources allow this to ensure all incidents of behaviour are recorded. However, implementation of the tool is recommended even if it this is not feasible.

## Links

Camp Participant Monitoring Tool
Short Term Impacts Tool
Digital Storytelling Guide
Group Artwork
What if…? Scenarios
Group Discussion Guide

**Name of Participant:**                    **Start date:**                    **Name of Observer:**

| Weeks | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Indicators** | **Date** | | | | | | | | | | | | | | | | | | | | |
| **Self-esteem: Positive thinking and self concept** | 10<br>5<br>0 | | | | | | | | | | | | | | | | | | | | |
| **Confidence and communication skills** | 10<br>5<br>0 | | | | | | | | | | | | | | | | | | | | |
| **Problem solving skills** | 10<br>5<br>0 | | | | | | | | | | | | | | | | | | | | |
| **Peer support** | 10<br>5<br>0 | | | | | | | | | | | | | | | | | | | | |
| **Self efficacy** | 10<br>5<br>0 | | | | | | | | | | | | | | | | | | | | |
| **Knowledge** | 10<br>5<br>0 | | | | | | | | | | | | | | | | | | | | |
| **Healthy relationships** | 10<br>5<br>0 | | | | | | | | | | | | | | | | | | | | |

**Name of Participant:**        **Start date:**        **Name of Observer:**

| Weeks | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
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| **Indicators** | **Date** | | | | | | | | | | | | | | | | | | | | |
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| Week | Notes | Week | Notes |
|------|-------|------|-------|
| 1 | | 11 | |
| 2 | | 12 | |
| 3 | | 13 | |
| 4 | | 14 | |
| 5 | | 15 | |
| 6 | | 16 | |
| 7 | | 17 | |
| 8 | | 18 | |
| 9 | | 19 | |
| 10 | | 20 | |