



90 minutes total

Lesson Plan 19 Workshop Closing

Overview of Activities

1. Introduction and Parking Lot Review
2. Self-Assessment
3. Personal Action Plan
4. Workshop Evaluation
5. Celebrating the Workshop

Learning Outcomes

At the end of this session participants will be able to:

1. Assess changes in their knowledge of workshop topics
2. Create a personal action plan for continued learning and use of knowledge
3. Evaluate the workshop

Materials & Preparation

- Coloured dots (use the same colour for all participants but a different colour than used for the original self-assessment)
- Prepare: Place flip chart titled Learning Expectations on the wall
- Prepare: Place self-assessment chart from Workshop Introduction on the wall
- Handout: Workshop Evaluation (one copy per participant, or link to an online version)
- Handout: Certificates printed and signed (one per participant)

Recommended Reading

- Trainer Essential: Qualities of an Effective Workshop from CAWST's Delivering Effective WASH Training, [CAWST WASH Resources](#)

10 minutes

Introduction and Parking Lot Review



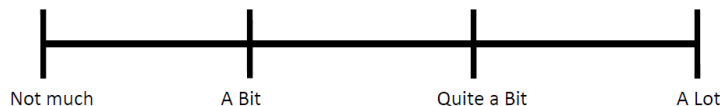
1. Say: "We have reached the last session of the workshop. How do you feel?"
2. Give an overview of the closing session.
3. One by one, go through the topics listed on the Parking Lot flip chart. For each topic, ask the participants if their questions have been addressed or if they still want more information. Provide suggested resources or agree on how you will answer the remaining questions.
4. Review the Learning Expectations flip chart and decide together if expectations have been met or if the participants will require additional resources or activities after the workshop.
5. Present the learning outcomes or an overview of the lesson.

10 minutes

Self-Assessment



1. Remind participants that at the start of this workshop we began with a self-assessment using the knowledge continuum. It was an opportunity for each of them to evaluate what they felt they knew well or not at all.
2. Indicate the self-assessment continuums on the wall and explain that all participants will get a dot for each topic, a different colour than at the beginning.
3. Ask participants to rate their own knowledge of, or comfort with, each area now that they have completed the workshop. Explain that it is okay for people to still feel that they have little or no knowledge at this point. Often, we don't know what we don't know, until it has been shown to us.



Trainer Tips

Remind participants that they don't have to remember where they placed their dots the first time.

4. Remind participants of the definitions for:
 - Not much – new topic to me
 - A Bit – I've heard of this area, read a little bit
 - Quite a Bit – I have experience in this subject area
 - A Lot – I could teach someone else about this subject area
5. Once participants are finished placing their dots, take two minutes and invite the group to reflect on any changes they see on the continuum (indicated by different coloured dots in different places than before).

20 minutes

Personal Action Plan (Optional)



1. Explain: "I want to make sure you leave this workshop feeling prepared and supported as you apply what you have learned to your work."
2. Ask the participants to turn to the Action Plan table in their workbooks.
3. Explain that personal action planning is an opportunity to identify two or three concepts or actions that they have learned during the workshop that they would like to continue learning about or apply in their work.

Explain that once they have identified these concepts or actions, then they will write one or two goals that are specific, measurable, achievable, and relevant. Next, they write a time frame by which they hope to accomplish their goal (date), it can be weeks, months or years. Next, they will prioritize the order in which they will meet their goals and lastly who they might need support from.

Trainer Tips

Draw the following table on the board with the titles to help guide the participants in their action planning.

Possible Actions	Goal 1	Goal 2	Date	Priority	Support Required

4. Ask the participants to share an item from their action plans with the group.

Trainer Tips

Take note of their planned actions by writing them down or taking a photo of each action plan on your phone and determine how workshop facilitators will commit to support them after the workshop.

10 minutes

Workshop Evaluation



1. Give each participant a copy of the Workshop Evaluation or provide them with a link to the online evaluation survey.
2. Ask the participants to silently reflect and provide feedback by answering the questions.

25 minutes

Celebrating the Workshop with Certificates and Group Photo



1. Hand out the **certificates**.

See Trainer Tip

2. Arrange to have a group photo taken (to ensure everyone is present, try to arrange the photo session before handing out the evaluation forms).
3. End the workshop by thanking participants and host/facilitators for their contribution and let the group know that they are free to go or welcome to stay and visit.

Trainer Tip

Decide on an appropriate way to hand out the certificates based on the group. For example, you may choose to call each person individually and hand them their certificate and note something you appreciated about their contributions. Or, for less formal groups, you can hand out the certificates at random to different participants (ensure they don't have their own) and ask them to present that certificate by describing something about the recipient and have the group guess who the certificate is for.

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