

**Lesson Plan: Workshop Closing****60 minutes total****Learning Outcomes**

By the end of this session, participants will be able to:

1. Recognize the topics learned through the workshop.
2. Complete a self-assessment of learning and reflection.
3. Review their learning expectations to see if they were met.
4. Complete a final evaluation of the workshop.
5. Receive their certificates and deliver closing speeches.

**Materials**

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|-------------------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Flip chart paper                         | <input type="checkbox"/> Certificates                  |
| <input type="checkbox"/> Tape                                     | <input type="checkbox"/> <i>Final Evaluations</i>      |
| <input type="checkbox"/> Markers                                  | <input type="checkbox"/> Digital Copies/CDs (optional) |
| <input type="checkbox"/> <i>Self-Assessment</i> from introduction | <input type="checkbox"/> <i>Parking Lot</i> flip chart |

**Preparation**

- Print certificates (double-check spelling of people's names)
- Print the *Final Evaluations* (1 per participant)
- Create the participant CDs or digital copies (Optional)
- Post the *Self-Assessment* activity from the Workshop Introduction on the wall
- Write the following headings on separate pieces of flip chart paper and place around the room:
  - *Facilitation Skills*
  - *Role of a CHP*
  - *Behaviour Change*
  - *Working with Communities*
  - *WASH Record-Keeping*

**Introduction****30 minutes**

1. Divide participants into 5 groups. Ask the groups to position themselves around the room in front of one of the flip chart papers.
2. Ask the groups to discuss the topic and write what they have learned about that topic on the flip chart paper.
3. After 5 minutes, ask the groups to rotate to the next topic. Ask the groups to review and discuss what the previous group wrote, and add any additional thoughts.
4. Continue to rotate until all groups have had time at each flip chart topic.

5. Afterwards, ask the groups to return to their original flip chart paper and read the summary of thoughts. They can then move to the next flip chart papers to read the complete lists for each.
6. After participants have viewed all the completed flip charts, ask them to discuss how they feel and if there were any surprises.

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**Self-Assessment**
**5 minutes**

1. Ask the participants to return to the the *Self-Assessment* activity they completed in the beginning of the workshop.
2. Ask the participants to place a new sticker (in a different colour) on the Self-Assessment flip chart to indicate where they now feel their knowledge is about each of the topics.
3. Discuss the results.

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**Learning Expectations**
**5 minutes**

1. Review the *Participant Learning Expectations* flip chart from the first day and discuss if they were all addressed. If not, give options for participants to find the information they were looking for or identify next steps for follow-up.
2. Re-visit the “*Parking Lot*” flip chart paper from the first day. Discuss any topics or questions that have not been addressed or direct participants to other resources for more information.

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**Certificates**
**10 minutes**

1. Make your final comments on the workshop and the participants.
2. Hand out the certificates.

**Option A** - You hand out the certificates individually. (This will likely be more appropriate in certain countries or areas.)

**Option B** - Hand out the certificates randomly. Each participant presents to the participant whose certificate they were given and expresses to them something they appreciated or learned about that person during the workshop.

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**Closing Remarks, Final Evaluation and Group Photo**
**10 minutes**

1. Ask each person to describe something they learned or a favorite part of the overall workshop.  
Ex: “*I feel \_\_\_\_\_ because \_\_\_\_\_.*” or “*My favorite part was \_\_\_\_\_.*”
2. Ask the local host to say a few words to close the workshop.
3. Hand out the *Final Evaluation* for the participants to complete before they leave the workshop. Explain how their feedback is very important to improve future workshops.

Tell participants that the evaluation will be included in the final workshop report that will be emailed to everyone. Collect evaluations from participants before they leave the room.



4. Take a group photo. This may also be done at the start of the workshop since some officials may participate in the opening session and leave afterwards.

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### **Reflections on Lesson and Entire Workshop**