

Lesson Plan: Workshop closing**35 minutes total****Lesson Description**

In the workshop closing, participants review what they learned, evaluate the workshop, and receive a certificate. The final closing is an opportunity to consolidate participants' learning, gather feedback and celebrate successes.

Learning Outcomes

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

1. Complete a self-assessment.
2. Evaluate whether learning expectations were met.
3. Complete a final evaluation.

Materials

- Sticker dots
- Self-assessment flip chart
- Workshop Final Evaluation Forms
- Certificates
- Camera for group photo

Preparation

- Print Workshop Evaluation Forms for each participant
- Print certificates for each participants
- Repost self-assessment flip chart

Self-Assessment**5 minutes**

1. Explain to participants: "I hope you now know much more than when you arrived."
2. Explain to participants that they are going to return to the self-assessment that they did on the first day and do the same thing again to see how much more you know about WASH.
3. Explain that sometimes you think that you know a lot about a topic but once more learning takes place you realize that you did not know as much as you thought you did at the beginning...this is okay.
4. Go through the assessment as a group and explain each line as you let participants put on their new colour sticker dot.
5. Look back as a group to see what the assessments look like.

Learning Expectations Revisited**5 minutes**

1. Review the *Group Learning Expectations* from the first day and ask the participants if each learning expectation was addressed. If not, give options for participants to find the information they were looking for or to identify next steps for follow-up
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Final Workshop Evaluations**10 minutes**

1. Hand out the final evaluations and ask everyone to complete one.
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Certificates**10 minutes****Option A**

1. Hand out the certificates randomly. Ask each participant to present the certificate they were given to the person whose name is on the certificate. When they hand the person the certificate, ask them to say something positive about the person--such as something they appreciated about, or learned from, that person during the workshop.

Option B

1. Randomly hand out the certificates face down to each participant. Ask the participants to check in secrecy whose certificate they have been given. Ask each participant to say something positive about the person whose name appears on the certificate (without saying the name of that person). Ask the group to guess who the person might be. Ask the person to give the recipient their certificate.

Option C

1. Hand out the certificates to each recipient. This may be more appropriate in certain countries and allows an opportunity for individual photos.
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Group Photo**5 minutes**

1. Arrange to have somebody take a group photo with the trainers and all of the participants.
 2. Arrange to have the photo taken the day before if you wish to include the photo on the participant CD, USB stick, or online folder.
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Review

1. Ask each participant to share their feeling at the end of the workshop, by using the following phrase:

I feel _____ because

OR

my favorite part was _____

Reflections on Lesson and Workshop Overall