Overview of Activities

Lesson Plan

Workshop Closing

85 minutes total

Materials

Certificates (1 per participant)

Ball of string

Action plan templates on flip chart paper (optional)

Workshop Evaluation (1 copy per participant, or link to an online version)

Recommended Reading

Trainer Essential: Qualities of an Effective Workshop

1. **Group Discussion**: Introduction & Parking Lot Review
2. **Self-Assessment**: Rating
3. **Mind Map**: Concept Review
4. **Individual/Group Work**: Action Plan
5. **Certificates, Group Photo, & Activity**: Celebrating the Workshop
6. **Individual Reflection**: Workshop Evaluation

Learning Outcomes

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

1. Assess the change in their knowledge of workshop topics
2. Map what they learned
3. Describe where to find additional information
4. Evaluate the workshop

10 minutes

Group Discussion: Introduction & Parking Lot Review

1. Say to the participants: “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 they still want more information. Provide suggested resources or agree upon how you will answer the remaining questions.
4. If relevant, also go through 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.

10 minutes

Self-Assessment: Rating

1. Ask the participants to open to the “Self-Assessment” page in their **workbooks**. In the last column, ask them to write a number from 1–5 to indicate their level of confidence in the subject now (at the end of the workshop):

Trainer Tip

It’s important for you to see how participants rank their current knowledge/confidence. Ask them to leave their workbooks open to the “Self-Assessment” page and walk around the room to observe how their rankings have changed from the beginning to the end of the workshop.

* + 5 means they are very confident talking about the subject and know a lot about it.
  + 1 means they don’t know much about it.

1. Ask the participants: “Which topics do you feel more knowledgeable about and more confident in now compared to before the workshop?”
2. Ask: “Which topics are you feeling less knowledgeable about or no change?”
3. Provide additional suggestions or comments about the participants’ learning and progress, as appropriate.

15 minutes

Mind Map: Concept Review

1. Ask the participants to open their **workbooks** to the “Mind Map” page.
2. Ask them to create a map or diagram showing how the concepts written on the page relate to each other. Give some examples of mind maps if needed. Tell the participants they can add pictures, and additional concepts and terms. Provide them with 10 minutes for this exercise.
3. Ask the participants to leave their workbooks open at their desks to their mind maps. Then, ask the participants to walk around the room and look at other people’s mind maps.
4. Ask the participants: “What stood out to you when you did this activity?” Allow a few minutes for discussion.

20 minutes

Individual/Group Work: Action Plan

1. Explain to the participants: “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 create a simple action plan, either individually, or with others if they work with others, as is appropriate. These plans should include 2–3 things that participants plan to do to continue learning or applying what they learned. Ask them to fill in the Action Plan table in their **workbooks**. *Trainer Tip: If they are working in groups, you can instead give them a piece of flip chart paper with an action plan template on it.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Planned Action | Why? | Who’s Responsible? | When? | Support Required from CAWST or Others? |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Ask the participants, as individuals or in groups, to share their action plans with the full group. Take note of their planned actions and commit to how you will support them after the workshop.

20 minutes

Certificates, Group Photo, & Activity: Celebrating the Workshop

1. Hand out the **certificates***.*

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 and ask them to present certificates to each other.

1. Arrange to have a group photo taken.
2. Facilitate a short “network and learning” activity:
   * Take a ball of string. Explain that you will be creating a physical network map of how people have learned from and gotten to know each other.
   * Ask the participants to stand in a circle.
   * Hold onto the end of the string. Throw the ball to another participant so that you are now connected and both holding onto the string. Explain something you learned from or appreciated about that participant during the week.
   * Ask that participant to hold onto the string while throwing the ball to another person. They should say something they appreciated about or learned from that person.
   * Ask the participants to continue throwing the ball to each other while holding onto the string until the group has created a “spider web” structure with each participant connected.
   * Explain that you hope this network and mutual learning will continue after the workshop. Explain any steps you will take to create space for sharing and learning after the workshop.

10 minutes

Individual Reflection: Workshop Evaluation

1. Give each participant a copy of the “**Workshop Evaluation**” or provide them a link to the online evaluation survey.
2. Ask the participants to silently reflect and provide feedback by answering the questions.
3. Thank them for their participation. Let them know that they are free to go or welcome to stay and visit.

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