

## Workshop Review and Closing

**45 minutes**

---

### Lesson Description



In the workshop closing, participants review what they learned and evaluate the workshop. 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. Revise all workshop information.

---

### Materials



- News print paper
- Tape
- Markers
- Sticky dots
- Self-evaluation sheet

---

### Preparation



- Prepare stations by sticking topics of lesson plans on the wall for the review activity
- Print and cut the "Statements for Review Activity" points, or write them on individual pieces of paper (See end of lesson plan).
- Prepare flip chart with self-assessment from the workshop opening
- Prepare the flip chart paper with learning expectations
- Prepare a questionnaire sheet of the workshop evaluation

---

### Workshop Review

**20 minutes**

1. Tell the participants that they are going for the review of the whole workshop. For this participants will be divided into pairs.
2. In their pairs, participants will get a set of five cards, with statements related to different lesson plans.
3. Around the room, topics of different lesson plans will be posted on the walls of the training hall. Discussing with their partner, participants will have to identify the topic of the lesson plan that the statement belongs to and paste it in the correct station.

**Trainer note:** Many statements might belong to different lesson plans, so participants will have to choose the topic where they think it fits best.

4. Once all instructions are clear, divide participants into pairs. Provide set of randomly divided cards to each pair and ask them to start the activity at once. (See end of lesson plan; you may wish to replace some based on discussions throughout the workshop).
5. After all participants are done with the activity, review all the points in the large group or make sure all the cards are pasted correctly. Remember that some statements may be able to fit into several different locations.
6. Ask participants if there were any confusing statements while reviewing. If so, discuss briefly those points.

---

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

1. Review the participants' learning expectation pasted on the flip chart at the beginning of workshop and discuss if all of them were addressed. If not, facilitator might answer some queries that participants might have or give recommendation of authentic sites to find the information they were looking for. Also identify further steps to follow-up with the participants.

---

**Revisiting the Self-Assessment****5 minutes**

1. Inform participants to return to the self-assessment chart which they performed at the beginning of the workshop.
2. Ask participants to place a new mark/sticky dots on the self-assessment chart to indicate their knowledge level after attaining the training on each topic.
3. Summarize result to the large group.

---

**Evaluation sheet****10 minutes**

1. Inform participants that they are going to evaluate the workshop and for this a final evaluation form has been prepared. Explain that their feedback will be addressed and help to updates the lessons. So, the more specific information/suggestion is expected and will be better.
2. Hand out the final evaluation forms to participants and inform them to fill and return the form before they leave the workshop.
3. If you plan to follow up through email, tell participants that a summary of the evaluations will be included in the final workshop report that will be mailed to everyone. Collect evaluations from participants before they leave the room.

---

**Closing****5 minutes to 20 minutes**

1. Thanking all the participants for their active participation, inform them that the workshop is informally closed or close the workshop as per convenience.

## Statements for review activity

Introduction to water supply schemes

Identifying the users
Conducting mass meetings
Forming user committees
Registering and renewing user committees
Air valve
Break pressure point (BPT)
Intake, Catchment and River crossing
Protection of water source / intake
Inform users about condition of the scheme
Supervise and support maintenance workers

Introduction to Operation and Maintenance

Running of a service or technology
Activities which keep a service in working condition
To keep the system sustainable
To improve quality of life and health
To ensure expenses are handled transparently
To keep the system functioning over time

Operating Water Supply Schemes

Technical factors
Financial factors
Managerial factors
Social factors
Tariffs
Operation and Maintenance fund
Willingness to pay
Financial management system
Alternative financial sources
Day to day activities

Maintenance of water supply schemes

Preventative maintenance
Corrective maintenance
Reactive / Emergency maintenance
Repair leaks and breaks
Check stocks of supplies and tools
Check stand-posts and tap stands for leaks or breaks
Test the water for contamination
Flush pipes periodically

Achieving O&M Objectives

Repairs are on time
Tariff calculation and revenue covers costs
Community funds are sufficient
Community members understand the benefits of the scheme
Payments are made on time
Inspections are carried out regularly
The system functions properly
People drink safe water

Practicing operation and maintenance skills

ENPHO Field Test Kit
Chisel
Slope Gauge
Heating plate
Spade
Thread cutter
Elbow fitting
Gate valve
Float valve
Tap



Sustainability Planning

System does not negatively impact the environment
Environmental factors
Current strengths of the scheme
Current weaknesses of the scheme
Effective operation and maintenance are carried out
Risk of landslides or falling rocks to damage the system
Community has a sense of ownership with the system
Women are consulted and involved
Regular meetings are held and issues are discussed
Solid waste and wastewater in the community are managed

Link to WASH

WASH
Water
Sanitation
Hygiene
Community health
Routes of disease transmission
Community people's behavior and habits