

## Lesson Plan: Workshop Closing

**35 minutes total**

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### Learning Expectations



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

1. Review and assess the workshop's lesson plans
2. Review their original learning expectations
3. Complete the participant final evaluation

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### Materials



- Flip chart
- Markers
- Masking tape

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### Preparation

- Read and prepare lesson plan
- Write learning outcomes on the flip chart
- Prepare flip chart with one lesson plan topic on each.
- Print final evaluations (1 per participant)

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### Introduction

**10 minutes**

1. Divide the participants into four groups and go to the four corners of the room.
2. Distribute the four flip charts to the groups. One flip chart for each group.
3. Ask the participants to write the key messages or information that they have learned from that lesson plan's activities on the flip chart paper.
4. Ask each group to present their responses to the large group by having all of the participants come to the corner of the room where that group's flip chart is located.
5. Summarize their main ideas and add anything missing.

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### Learning Expectations Revisited

**5 minutes**

1. Review the Group Learning Expectations from the first session and see if all of them were addressed.

2. If something was not addressed, answer any questions the participants might have or give recommendations for how participants to find the information they were looking for.

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**Workshop Evaluation****10 minutes**

1. Explain that we are going to evaluate this workshop and for this a final evaluation form has been prepared for them. Explain that their feedback will help direct updates to the lessons, and so the more specific information they can provide the better.
2. Hand out the final evaluation for the participants to complete before they leave the workshop.
3. If you plan to follow up over email, tell participants that a summary of the evaluations will be included in the final workshop report that will be emailed to everyone. Collect evaluations from participants before they leave the room.

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**Closing****5 minutes**

1. Thank all the participants and the entire facilitating team for their time, effort, and valuable feedback during this workshop.