

Closing the Learning Session

Ending in a way that ensures all participants leave changed

Plan for a powerful closure that allows for integration of learning experiences, reflection on experiences and insights, and evaluation of the training session.

Consider these tools for:

Reflection and Integration

- **Sharing Key Learnings** – What are the "ah-ha's" from this discussion or meeting? Have your group share learnings verbally. It sometimes helps to have them share first in pairs.
- **Journal Writing** – Have members silently reflect on the day.
- **Call to Action** – Ask participants to commit verbally or in writing to how they will use or be changed by their new skills.
- **Return to the Expectations** – Make sure participants receive what was expected. Ask for examples of how you have addressed each expectation.
- **Partners Test Each Other** – Have participants test each other's knowledge and skill retention.
- **Group Reflection** – Ask the group to reflect as a whole. Ask participants to say a word or create a picture to describe what the experience was like for each of them.

Evaluation

- **Individual Written Evaluations** – Conduct a formal written evaluation with questions that include space to comment on each part of the meeting.
- **Group Verbal Evaluation** – Conduct a large group feedback session by asking the group members to identify verbally with parts of the meeting that worked and parts that needed improved. (Also known as Plus/Deltas and Pluses and Wishes.)
- **Thumbs-Up/Thumbs-Down Evaluation** – Ask the group to evaluate the meeting by casually rating it with their thumbs. This can also be done numerically with fingers.
- **Anonymous Suggestion Box** – Place a box in the room and invite feedback.