

## Session 9: Workshop Wrap-Up

### Objectives

- To evaluate the effectiveness of the workshop in achieving its objectives
- To discuss training follow-up plans
- To share closing thoughts and impressions

### Training Methods

- Discussion

### Materials

- Flipchart paper, easel, markers, and tape
- Appendix H: Workshop Evaluation Form (page 189)
- Participants' certificates of attendance
- Refreshments

### Advance Preparation

1. Send invitations to guests.
2. Provide speakers with the workshop goals and objectives, so they have some context for their remarks.
3. Ask the participants to select a representative to speak on their behalf.
4. Prepare a certificate of attendance for each participant.
5. Review the Workshop Evaluation Form and make one copy for each participant.
6. Plan follow-up efforts (page 12).



**Session Time (total): 55 minutes to 1 hour, 25 minutes (depending on local protocol)**

## SESSION 9 TRAINING STEPS



**Session Time: 55 minutes to 1 hour, 25 minutes**

### **Activity 1: Individual written evaluation by the participants (15 minutes)**

1. Distribute the Workshop Evaluation Form (page 189) to each participant.
2. Allow the participants approximately 15 minutes to complete the handout.
3. Collect the evaluation form.

### **Activity 2: Discussion (20 minutes)**

1. Ask each participant what changes he or she plans to make in his or her own work site as a result of this training.
2. List these on a flipchart, with each participant's name next to the intended changes.
3. Explain that efforts will be made by the training team, by workshop organizers, or by supervisors to visit each participant within three months of completion of the training. The purpose of these visits will be to:
  - Assess the participant's progress in making the desired changes
  - Identify barriers to counseling postabortion clients
  - Provide technical assistance to help overcome these barriers



### **TRAINING TIP** ○○○

It is essential to make specific follow-up plans at the time of the training with participants and their supervisors. Confirm these plans *before* conducting this session (see page 12).

### **Activity 3: Closing ceremony (20 to 50 minutes, depending on local protocol)**

1. Conduct a closing ceremony in a manner appropriate to local customs and observing all necessary protocols.
2. Distribute the certificates of attendance.