Wrap up and evaluation

## 15 Minutes

**Key objectives**

Provide the opportunity to ask questions of facilitator and peers

Complete personal action plan and share key points

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| Supporting resources16. Powerpoint presentation 217. Participant workbook 225. Workshop Two evaluation  |
| **Activity 1: *Questions*** (5 minutes)*Objective*: Provide an opportunity to answer any questions that have not been covered during the day.Look at questions from running issues board and other questions that participants may have.Note to facilitatorsCollect in ‘Stickie’ questions if they are still unanswered. Get participants to write their email address on the ‘stickie’ if they would like to be emailed the answer. Activity 2: *Evaluation* (5 minutes)*Materials:* Supporting resource 25. Workshop Two EvaluationHand out the evaluation sheets and collect them back in before the participants leave.**Activity 3: *Personal actions*** (5 minutes)*Objective:* *Time to reflect on their learning for the day and the next steps.** Complete your personal action plan and share where appropriate.
* Highlight the three points in your action points or plan that require the most urgent action.
* Identify any support / resources needed to implement these action points.

**Conclusion** (5 minutes)Bring the whole group together and ask them to briefly share two or three of their significant action points.Revisit the overarching key messages, (PPt slide). |