**2.8 Workshop Close**

**Day 2:  16:45-17:30 (45 minutes)**

**Session Purpose:**

To review the content of the workshop, give participants an opportunity to reflect on their own learning and provide feedback to the workshop team

**Learning Objectives:**

By the end of this session, participants will be able to:

* Review the car park and resolve any outstanding issues
* Recall the workshop aim and objectives
* Assess current skills and capacities to perform coordination activities and compare this with their ability before the workshop
* Evaluate the course
* Demonstrate their completion of the course with a certificate of attendance

**Outline of the Session:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Topic** | | **Time** | **Guidance note for facilitator** | |
| Workshop Review | | 10’ | | Review the content of the workshop |
| Action Planning | | 15’ | | Give participants an opportunity to record actions for improvement as a result of attending the workshop |
| Closing remarks and certificate distribution | | 15’ | | Final remarks from the host and workshop team  Certificate distribution |

**Session Materials:**

|  |  |  |
| --- | --- | --- |
| **General** | **HO=Handouts (1 per person) and**  **R =Resources (copy per instructions)** | **Electronic References** |
| * Pens/Notepads * Car Park Flip Chart * Prepared personalised certificates of attendance | * 2.8 HO SNCCT Action Plan Template * 2.8 HO SNCCT Course Evaluation * 2.8 R Sample Certificate Template * 1.1 R Percentages x 1 (re-used) | N/A |

**Facilitator Notes**:

**Workshop Review (10 minutes)**

Review the workshop content reminding participants that it had three main themes: 1) Understanding the Coordination Context, 2) Developing Coordination Competencies, 3) Coordination within Humanitarian Programmes.

Lay out printed A4 sheets the width/length of the room with

1%-100%. Ask participants to remember where they stood in this exercise at the beginning of the workshop. Now ask them to stand in line where they think they are on the scale now in terms of their coordination knowledge and skills.

Have a few or all participants share why they are standing where they are.

Check the Car Park and resolve any outstanding questions or issues from the workshop.

**Action Planning (15 minutes)**

If it makes sense to group participants by organization, geographic area, cluster group etc. do so at this point. Otherwise participants will complete individual action plans. If you have the capacity to track and follow progress (or the hosting organization does), quickly photocopy or photograph participant action plans for your records.

Distribute Action Plan format and give participants 10 minutes to complete them.

**Final remarks and certificate distribution (15 minutes)**

Conduct a closing ceremony to celebrate the groups’ accomplishments for the week. If appropriate invite the host or an external speaker to make final remarks. If not, the workshop team will provide them.

Distribute certificates and close the workshop.