

Day 5

**Wrap-Up**

**WRAP-UP**

**OVERVIEW**

**★ MODULE OBJECTIVES**

At the end of the Wrap-Up session participants will:

- Share and identify “take aways” from the training
- Review objectives and expectations from the first day of training
- Know about the Follow-Up compone
- Complete the Participant’s Contract for follow-up
- Give feedback on training
- Take training post-test
- Participate in closing statements, elevator pitches, and network

**🕒 TIME**

3 hours

**ACTIVITIES**

- A. Take Aways from the Training – Group Activity [30 min]
- B. Group review of training objectives and expectations [15 min]
- C. Follow-Up Process and Participant Follow-Up Contract [25 min]
- D. Training evaluation [15 min]
- E. Post-test [20 min]
- F. Closing Remarks [1 hour 20 min]
  - Participants elevator pitches to government officials presiding over the closing ceremony [50 min]
  - Closing statements by invited guests and trainers [30 min]

**✂️ MATERIALS**

- Training objectives and expectations from Day 1 on PowerPoint or chart paper
- Participant’s training contract
- Training evaluation forms
- Post-test questionnaire

## Wrap-Up

### ACTIVITY A: TAKE AWAYS

#### 🎯 ACTIVITY OBJECTIVES

At the end of this activity participants will:

- Share and identify “take aways” from the training

#### 🕒 TIME

30 min

#### 📋 ACTIVITIES

Take Aways – Group discussion [30 min]

#### ✂️ MATERIALS

- Chart paper

#### 📄 STEPS

##### **Group Discussion: Take Aways [slide]**

1. Convene group back in a “Closing Circle.” Consider using the start of this last session (or determine another time) to:
  - a. Thank everyone for their time, attention, and contributions. Thank other players who helped make the training function well.
  - b. Remind them of the resources available to them in the pre-reading, handouts and readings, Participants’ Guide, networks, and facilitators and other participants.
2. Explain that this final session will provide an opportunity to consider what we have accomplished over the past few days. It will also help us understand areas where we can increase attention

as well as discuss how the SECURE Health program will be supporting their efforts going forward via the other interventions.

3. Explain the take Aways activity. Use slide.
4. Go around the room and ask participants to each name one thing that they will take away from this training - that they will take back to their jobs.
5. Facilitator can offer an incomplete sentence for the participants to complete: “One thing I will take back to my job is \_\_\_\_\_.”
6. Can use a “talking stick” or other object that the participants pass to each other to signify who is speaking.
7. Facilitator can go first.

## Wrap-Up

# ACTIVITY B: TRAINING OBJECTIVE & EXPECTATIONS REVIEW

### 🎯 ACTIVITY OBJECTIVES

At the end of this activity participants will:

- Review training objectives and expectations from the first day of training

### 🕒 TIME

15 min

### 📋 ACTIVITIES

Group review of training objectives and expectations [15 min]

### 📁 MATERIALS

- Training objectives and expectations from Day 1 on PowerPoint or chart paper

### 📄 STEPS

**Training objectives & expectations: did we meet them? [15 min] [slides]**

1. Direct attention to the training objectives [chart paper or PowerPoint] and quickly recap how each was addressed with the various modules and activities. Ask the group to comment on whether or not they feel the objectives were met. Note any that were not met and assure participants that the training team will work with these gaps.
2. Show the “Expectations” chart paper from the Introductory session on Day 1 Ask the group to comment on whether or not the expectations were met. Note any that were not met and assure participants that the training team will work with these gaps.

## Wrap-Up

# ACTIVITY C: FOLLOW-UP PROGRAM AND PARTICIPANT'S TRAINING CONTRACT

### 🎯 ACTIVITY OBJECTIVES

At the end of this activity participants will:

- Know about the Follow-Up component
- Complete the Learner's Contract for follow-up

### 🕒 TIME

15 min

### ☰ ACTIVITIES

- A. EIPM training program's follow-up support [5 min]
- B. Review and complete training contract [10 min]

### ✂️ MATERIALS

- Presentation
- Participants' training contract form

### 📄 STEPS

#### A. EIPM training program's follow-up support – Presentation [5 min] [slides ###]

1. Use **slides** to explain to participants that the MoH will provide follow-up support for a period of 12 months after the training.
2. Make the point that the **purpose** of the follow-up support is to:
  - a. Support participants in applying skills & knowledge acquired at training
  - b. Encourage skills practice & support participants in gaps
3. Explain that the **objectives** of the follow-up support program are to:
  1. Understand how participants are applying skills & knowledge acquired from the training
  2. Identify areas where participants require support & connect the participants with a facilitator to provide support
  3. Track progress made by participants in completing the development of the policy brief in response to the research question they brought to the training

4. The **follow-up procedure** will be structured as follows:
  1. Participants will be contacted once every quarter for a period of one year
  2. Initial contact will be made via email, followed by a telephone call or face-to-face conversation
  3. Participants identified as needing further support will be linked with relevant facilitator who will provide the necessary support
5. Explain that the tool that will be used during the follow-up process will gather information on:
  - a. Examples of how participants apply skills from training
  - b. Identifying areas for further support
  - c. Tracking progress on policy brief
  - d. Tracking long-term usefulness of training
6. Ask if there are questions or clarifications needed.

**B. Review and completion of the participants training contract [slides]**

- 1) Explain to participants that to support the follow-up process, we would like participants to complete a training contract – available in their Participant's Guide– that outlines their commitment and timelines for completing their policy brief and other products that they have started developing during the training.
- 2) Ask participants to complete the training contract form and submit them to the facilitator.

## Wrap-Up

### ACTIVITY D: TRAINING EVALUATION

#### 🎯 ACTIVITY OBJECTIVES

At the end of the activity participants will:

- Give feedback on the training

#### 🕒 TIME

15 min

#### 📋 ACTIVITIES

Training evaluation [15 min]

#### ✂️ MATERIALS

- Training evaluations

#### 📄 STEPS

##### **Training evaluation [15 min] [slides]**

1. Remind the participants that their detailed feedback on the training – what worked and what could be changed – is very valuable.
2. Pass out the 3-page training evaluation form and have participants complete it.
3. Once complete, have participants pass them forward and/or leave them face down on a table.

## Wrap-Up

## ACTIVITY E: POST-TEST

### 🎯 ACTIVITY OBJECTIVES

At the end of the activity participants will:

- Take a training post-test

### 🕒 TIME

20 min

### 📋 ACTIVITIES

Post-test

### ✂️ MATERIALS

- Post-test questionnaire

### 📄 STEPS

#### **Post-test [20 min] [slides]**

1. Remind participants that the post-test is an opportunity to self-rate their learning and skill building as well as a powerful tool for the training team to use for continuous improvement
2. Administer the post-test questionnaire and collect.
3. Discuss how the team will follow-up for scores if desired



## Wrap-Up

# ACTIVITY F: CLOSING STATEMENTS, ELEVATOR PITCHES, NETWORKS

### 🎯 ACTIVITY OBJECTIVES

- Participate in closing statements, elevator pitches, and network

### 🕒 TIME

1 hour 20 minutes

### 📋 ACTIVITIES

Closing Ceremony  
Participants give elevator pitches to guests and officials  
Closing Remarks

### ✂️ MATERIALS

- PowerPoint

### 📖 STEPS

1. Show slide with EIPM-related networks to join. Point out ways that participants can stay connected and engaged in this topic.
2. Ask them for other suggestions they know of.
3. Participants elevator pitches to government officials presiding over the closing ceremony [50 min]
4. Closing statements by invited guests and trainers [30 min]
5. Thank you and good-bye!