

## Closing Session

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### Closing Session

<b>Welcome</b>	Welcome and review the agenda
<b>Review</b>	Review last week
<b>Warm-up Activity</b>	Bat Man (compliments)
<b>Group Discussion</b>	How can we stay motivated?
<b>Evaluation of Program</b>	Group and individual evaluation of program
<b>Celebration</b>	Share food and refreshments together
<b>Closing</b>	Give out certificates Say good-bye



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### Overview of Session

This session has a different format. We want to end the program on a positive note and bring people together to share friendship. Here are some suggestions for the closing session:

- **Group discussion** - How can we keep motivated? How will participants use what they learned?
- **Closing activities** – Write compliments to each other or write a letter to themselves about what they have learned.
- **Evaluation** – Group and individual evaluation of the program.
- **Celebration** – Have a potluck or feast and invite community members. Give out certificates and special gifts to each person.

#### Goals

- To close the program on a positive note
- To celebrate the accomplishments of participants

#### Time


You will have to choose from the activities in this session. The interests of the participants and the amount of time you have for your program will determine the number of activities you can do.



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### You need

- Door prize form
- Agenda
- Handouts
- Flipchart paper
- Book kit
- Gifts for participants
- Free books
- Prizes
- Workshop supplies  – markers, paper, pencils, name tags, post it notes, craft supplies
- Certificates

### The day before the session

Call each participant to remind him or her about the session. Ask them if they need transportation to the meeting. Ask participants to bring some food or refreshments to the session for the celebration.

### Before the session

The facilitator should arrive at least 60 minutes before the last session to make sure everything is ready for the celebration.

### Workshop preparation

- Review the facilitation section.
- Review the background information.
- Review the session and decide what activities you want to do.
- Change the agenda if needed.
- Photocopy handouts.
- Ask community businesses to donate special gifts for each participant.



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The following pages give background information, facilitator notes and handouts for each activity in the session.

We use this symbol for background information.



We use this symbol for facilitator notes. Facilitator notes give detailed information on how to do the activities.



We use this symbol for handouts. Handouts are pages you need to copy for participants to use during the session. Some activities have no handouts. Some have several.





### Background Information

It is very important to end your program on a positive note. We suggest that you take an hour to wrap up the program with some discussion and fun warm-up activities. Use the last hour for a *celebration of learning*. Ask participants to bring food and refreshments and encourage them to invite their learners, friends or family members.



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### Welcome

**Time** 5 minutes

**Handouts** 1

#### **Agenda**

Post the agenda on the wall and give the agenda handout to participants. Go over the agenda with participants. Ask for any changes.

#### **Meet and greet**

Welcome everyone back to the program. Ask everyone to write their name on a name tag and to enter their name to win the door prize. Organize the food and refreshments.



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### Review

**Time** 15 minutes

**Handouts** none

#### Review

- Review group agreements. Ask participants if they would like to add or delete any.
- Review last week's session. Ask participants if they used the writing activities with their learner. Go around the circle and encourage everyone to share. Use these questions:
  - How did it go?
  - Does anyone have any suggestions for the group?
  - Which strategies did you find most useful?







### Warm Up Activity – Batman

**Time** 15 minutes

**Handouts** none

#### **Batman**

Ask each participant to write their name on the top of a piece of flipchart paper and tape it onto their back. Ask everyone to write a few farewell words to each other on the paper. When they are done, ask them to take off the page and read the messages.

#### **Variation**

Participants write notes to each other and put them in a special bag for each person. When everyone is done, participants read their notes. Ask them to share with the larger group.

#### **Another Activity**

##### **Letter to Yourself**

Give each person a piece of paper and an envelope, and ask them to write a letter to themselves. Here are some things they can write about:

- What I've learned in the program.
- Things I really enjoyed.
- How I am using the strategies.
- My hopes and dreams for my learner.
- My goals for myself as a tutor.



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Ask if anyone wants to share their letters. Ask them to address the envelope to themselves and seal it. Collect the envelopes and tell them that you will mail them in six months.





### **Group Discussion** – How to keep motivated?

**Time** 15 minutes

**Handouts** none

#### **Brainstorm**

**How can you keep motivated?** Ask participants to brainstorm things they can do to stay motivated to continue to help their learner.

Some possible answers might be:

- Set up a schedule and stick to it.
- Do different things each day.
- Talk to other tutors to see what they are doing.
- Work with the school to keep on track.
- Have fun and laugh lots!
- Get together with other participants each month to share ideas.



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### Evaluation

**Time** 60 minutes

**Handouts** 2

You need to evaluate the whole program. Evaluation is a key to your final report. It is important that you get an overall evaluation from participants.

#### Evaluation

1. Do a group evaluation.
  2. Ask participants to fill out the program evaluation form.
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1. For the group evaluation ask participants the following questions.
    - How have you used the strategies in the program with your learners?
    - Has your learner improved their reading and writing over the last 10 weeks? If yes how?
    - How do you feel about helping your learner now?
    - Has this program changed your attitude towards learning? If yes, why?
  2. Ask participants to fill out handout 2, the overall evaluation form. It is important that everyone fill out the form. Everyone needs to fill out the form. If people do not come to the last session call them and ask them to fill out the form.





## 2

## Participant - Program Evaluation

The Family Tutoring program is over and we want to know how it went for you.

What did you think of the Family Tutoring program as a whole?  
(Please circle one)

- |           |             |                     |            |                  |
|-----------|-------------|---------------------|------------|------------------|
|           |             |                     |            |                  |
| Excellent | Pretty good | Needs a little work | Not so hot | Should be canned |

The topics we talked about were:

- |           |             |                     |            |                  |
|-----------|-------------|---------------------|------------|------------------|
|           |             |                     |            |                  |
| Excellent | Pretty good | Needs a little work | Not so hot | Should be canned |

How have you used this program?

Do you have any other comments about the program? Please use the back of the sheet.





### Celebration

**Time** 60 minutes

**Handouts** none

Have lots of food and refreshments. Play some fun games to keep everyone entertained like:

- Pin the tail on the caribou
- Musical chairs
- Charades
- Scattegories



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### Closing

**Time** 15 minutes

**Handouts** none

- Give each participant a certificate. Invite family members, learners, and community members to join in the celebration of learning.
- Have a group handshake. Ask participants to form a circle. One person starts – they shake the hand of the person to the right of them and say a good-bye. They continue around the circle. The person behind them follows until everyone has a chance to shake hands and say good-bye.
- Draw for the door prize.
- Give out free books.
- Gift out special gifts to participants.



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