

How to Close a Workshop

Closing a workshop should be carefully planned, as it will be the last impression that course participants are left with after an S4D instructor workshop.

It is recommended to split the closing part into three sections. *Summary and Critical Reflection*, *Letter to Myself* and the *Official Closing Ceremony*.

Summary and Critical Reflection

This is especially important as it provides the course facilitator with valuable feedback and helps course participants reflect on their newly gained knowledge.

Course participants should be given a chance to **reflect on their initial expectations** going into the workshop.

It can be helpful to ask them what their expectations were regarding:

- Competences taught
- Group dynamics
- Personal goals

Were these expectations fulfilled? If yes, how or why? If not, why not?

Furthermore, a **recap of all courses** that were taught during the workshop should be conducted. This can either be done by the course facilitator or using group work. Each group can be assigned one course that was taught, from which it must summarise the most important takeaways and present these to the whole course. This helps consolidate the newly gained knowledge.

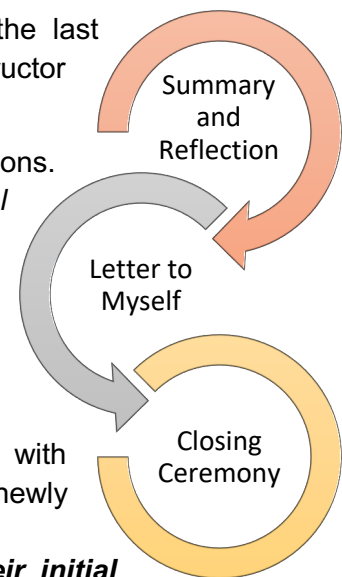
Lastly, a **critical reflection of the overall workshop** should be conducted. This should include all aspects that were relevant to the success of the course, ranging from its planning and preparation, to the organisation and implementation.

Categories may include:

- ✓ Preparation and invitation
- ✓ Location, venue and facilities
- ✓ Programme, content and teaching methods used
- ✓ Course facilitator and (possible) guest speakers

Categories can be added or replaced, depending on the context and needs.

The entire feedback and summary session can be conducted using a variation of different methods. Examples such as the Five Finger Feedback and the Living Scale can be found on the *'Sport for Development Resource Toolkit'* website under: [Tools For Your Practice – S4D Tools for Ensuring Quality Education – Guidelines – Guideline 'Alternative Options for Receiving Feedback'](#). Note that all methods have their advantages and disadvantages and should be selected based on the specific needs and context of the organisation conducting



the workshop. Further helpful information can be found in the overarching course on *Monitoring and Evaluation*.

Letter to Myself

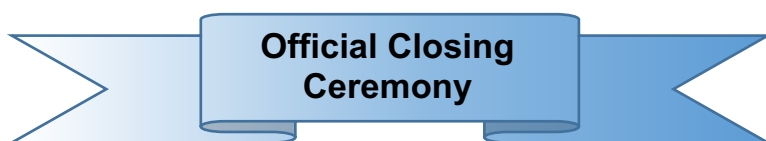
A 'Letter to Myself' can be a useful and very personal tool in **helping course participants reflect on their goals**.

The idea behind it is to allow course participants to write down their goals and expectations to themselves for the future – the time frame can be determined by the course facilitator or together with participants.

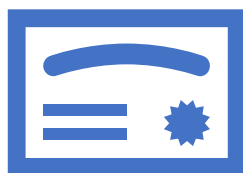
Course participants should be required to answer relevant questions in regard to newly gained knowledge of the workshop and **how they will seek to apply their new competences**.

The letters will be handed in and sent to every participant by post or e-mail within the agreed time frame. This allows course participants to retrospectively analyse whether or not they achieved the goals they set out for themselves and to adjust their efforts, if needed.

Other methods of long-term reflection that boost the sustainability of an S4D instructor workshop may be used, depending on the needs and context of the workshop and course participants.



Just as with children and youth, it is also important to leave course participants with a **feeling of success and accomplishment** after a training session – or in this case a workshop.



One way to do this is to organise an official closing ceremony during which all course participants who successfully completed the workshop will be honoured and – if possible – receive a certificate. A template can be found on the '*Sport for Development Resource Toolkit*' website under: [Tools For Your Practice – S4D Tools for Ensuring Quality Education – Templates for Workshops – Template 'Certificate of Participation'](#).

The **closing ceremony can also provide a great photo opportunity**. Photographs can be used for PR measures to spread awareness of S4D in general and the workshop specifically.