



Closing Activities

Activity	Purpose
Summary / Review / Final Process Check	<ul style="list-style-type: none">Remind participants of the content that has been covered,Provide an opportunity to process key learnings, andMake space for addressing concerns.
Revisit and Address Questions	<p>Learning Objectives:</p> <ul style="list-style-type: none">Reinforce what has been learned, andReview the purpose of the professional development (PD) offering. <p>Participant Expectations:</p> <ul style="list-style-type: none">Ensure identified topics were addressed in depth and detail, andConfirm content examples were provided. <p>Question Catcher:</p> <ul style="list-style-type: none">Identify how content not covered in the PD offering will be addressed, andAcknowledge accountability of trainer or facilitator to follow-up with the answers to the questions
Action Planning and Participant Next Steps	<ul style="list-style-type: none">Encourage participants to document their intent to use what they learned during the PD offering in their everyday work, andReinforce what has been learned.
Facilitator Next Steps	<ul style="list-style-type: none">Provide participants information about how to access follow-up support if they experience barriers or challenges implementing skills learned in the PD offering, andReduce participants' stress about implementing what they learned..
Collect Evaluation Data	<ul style="list-style-type: none">Improve the design and content of the PD offering,Improve the capacity and skill of the trainer or facilitator, andIdentify additional participant needs and potential techniques to provide follow-up support.
Closure Activity	<ul style="list-style-type: none">Solidify participants' learning,Provide an opportunity to reflect on learning and move to next steps, andPut closure on the PD offering.

