

BRINGING IT ALL TOGETHER

OBJECTIVES

- Revisit and discuss completed learning to identify and attempt to fill in any gaps
- Provide a forum for making concluding comments or questions
- Affirm the groups contributions and efforts

TIME

- **15 minutes:** If only a brief check-out is needed, focus on one journal/discussion prompt, an oral evaluation, and thank you.
- **90 minutes:** When able to dedicate a considerable amount of time to closing, focus on doing as many journaling and discussion prompts you feel you need to fully conclude the learning process.

PREPARATION

SUPPLIES:

- Scrap Paper
- Pens & Pencils
- Post-it Notes

MATERIALS:

- Training Evaluation

CLOSING DISCUSSION

This section is meant to wrap-up the learning process by identifying and attempting to fill in any gaps in understanding the cooperative process and cooperation development. Explore potential opportunities for applying cooperative knowledge beyond the training time and space.

- 1. FRAME:** Share that this discussion time is intended to close-out the training process, generate questions, and identify gaps in understanding so the learning and application process can continue beyond the training.
- 2. JOURNAL - DISCUSSION PREP:** In preparation for a subsequent discussion, ask participants to write down responses to each of the prompts listed below. To provide some structure, present individual prompts in the listed order. Dedicate three to five minutes (watch to see as people finish before waiting for a whole five minutes or cutting the time off) for each section to give participants a chance to write down their thoughts.

- Describe one thing that you feel you learned.
- What, if anything, surprised you during your training experience?
 - *e.g. content, delivery method, your learning process, stories from peers, etc.*
- Any outstanding questions or quandries?
- How do you feel about cooperative entrepreneurship? Do you think it is something for you? Why or why not?

- 3. DISCUSS:** Ask for a few participants to share their responses to the prompts. Begin by focusing on one prompt at a time, but endeavor to get the conversation rolling organically. You will likely find that discussion flows more as you move into each subsequent prompt.
- 4. DISTRIBUTE POST-ITS:** As discussion wraps up, hand out two post-it notes or paper scraps for participants to use during the next discussion section.

1ST-NEXT-STEPS, NEEDS, & EVALS

To further support continuing learning outside of the training space - for trainees and trainers alike, this section walks people through identifying specific next steps for learning, see how participants can support one another in those next steps, and to share evaluations with the trainers of how the training was experienced.

1. **JOURNAL - SHARED NEXT STEPS & NEEDS:** Ask participants to write responses to the following questions on the two post-it notes. Instruct participants to stick their responses up on a wall as they finish them so participants can read each other's responses.

- What is your first next step to continue this learning process about cooperative entrepreneurship?
- What is something you might need or want in order to continue this learning process?

2. **DISCUSS NEXT-STEPS & NEEDS:** Invite participants to share what their next steps and needs are with the group, as well as to identify if they saw any other responses from other participants they felt were similar. Draw out any patterns, share any resources or opportunities you know of that could meet any stated needs, create space for other participants to also respond with resources or opportunities that could meet needs.
3. **DISTRIBUTE & COMPLETE WRITTEN EVALUATIONS:** As the conversation wraps up, distribute evaluation forms or additional post-it notes for folks to record their evaluation on the training in the following format -
 - » Plusses (+) - i.e. things they liked, things that worked for them, and
 - » Deltas (Δ) - i.e. things they would change so they would like or it would work better for them) on post-it notes.

Be sure to share with the group why the evaluations are important and how they will be used.

4. **CONDUCT BRIEF ORAL EVALUATION:** If appropriate to the group, having the opportunity for participants to transparently evaluate the training content and method can contribute to an empowering and equitable group dynamic. Asking for folks to share a few of the things that they consider plusses or deltas - endeavor to close out the oral evaluation with some plusses, to keep the mood up as people disperse.
5. **ARRANGE FOR COLLECTION OF EVALUATIONS:** Explain where the completed evaluation forms can be gathered for pick-up. People may be more forthcoming in their evaluations knowing there is an extra layer of anonymity provided by leaving the evaluations somewhere, instead of handing it directly to you.

APPRECIATIONS & OPPORTUNITIES

This section seeks to end the training on a positive note so as to motivate participants to actually carry out the next steps they sketched out in the previous section. Additionally, it is the time and space to provide real opportunities for further engagement that are not self-directed.

- 1. LEAD APPRECIATION SHARING PROCESS:** Provide an opportunity for the group to share affirming statements about each other - e.g. something someone said or did they appreciated. These can be shared orally or written on individual post-its and given to the people they reference.
- 2. THANK YOU & FINAL FEEDBACK:** As the affirmation or evaluation processes wrap-up, thank everyone for coming and ask if there are any lingering comments or questions.
- 3. SHARE OPPORTUNITIES:** Direct attention to any additional opportunities available to participants - websites you think they would value, upcoming trainings or events in a community of relevance, and/or share if you are accessible for continued conversation and learning (e.g. via email, phone, listserv)
 - A. LISTSERV:** Using the emails from the sign-up list, you may opt to create a listserv to facilitate continued learning and connection beyond the training - if you choose to do this, let folks know now and how they can opt out.
- 4. CLOSING:** Close out the session and share that you will be available for the next few minutes if any participants would like to talk one-on-one.

