



Conclusions

Conclusions Manual

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Objectives

This last session aims at:

- Reviewing the main concepts and key messages learned throughout the workshop.
- Triggering an inner commitment amongst participants to apply the new knowledge to their day-to-day work.
- Signalling to facilitators those areas that need to be further strengthened with regard to participants' knowledge and skills, in the context of both future workshops as well as additional action to be taken to provide further support to these participants.



Session Outline

Methodology	Material required	Duration (1h 30 mins)
Focused discussion	<ul style="list-style-type: none">- Power Point Slide with the overall workshop schedule (to be prepared by facilitators according to final schedule)- Cards written on first workshop day with participants' expectations- List of functions and responsibilities of participants elaborated during introductions exercise in Session 1	90 mins

- **This last session should be short and dynamic.**
- **The facilitator should use the same “focused discussion techniques” as throughout the rest of the workshop.**
- **Please refer to Facilitation Tip 1: Facilitating discussions, in session 1, and to Facilitation Tip 3: Asking participants questions to induce learning or commitment, in session 2.**

At the beginning of the discussion, the facilitator should project a Power Point slide with the schedule of the whole workshop, for participants to recall the overall structure and the specific sessions.

Having that in front of them, the facilitator should start the discussion:

1. Questions to help identify objective information and agreeing on facts amongst participants:

- Let's quickly brainstorm about the sessions we had over the past days.
- Which key messages do you remember from each session? (again, please ensure a dynamic discussion, some kind of “brainstorming” session)

2. Questions to trigger personal reflection making participants compare their feelings vis-à-vis those facts:

- How did you feel in the workshop? Did your feelings and impressions change as you went along the different sessions?
- What sessions stimulated your interest and triggered positive feelings in you?
- What sessions made you lose interest or triggered some sort of negative response in you?

3. Questions on the impact of the exercise for the participants' job:

- What are the key learning messages that you have got out of this workshop?

At this point, the facilitator should go through the list of different functions and tasks performed by participants in their daily jobs, which was elaborated as a result of the “Introductions through Story-Telling” exercise at the beginning of Session 1.

4. Questions that may open the way for some kind of inner commitment through specifying which concrete actions participants could take:

- As a result of this workshop, what would you do differently in your workplace?
- What kind of support would you need to ensure that you can do your job appropriately?
- With which institutions would you try to establish closer working relationships from now on?

Towards the end of the discussion, the facilitator should make a reference to the cards written on the first day of the workshop defining the participants' expectations. The facilitator should ask participants to comment on how their expectations may have been met, or whether they feel that they need further training on specific aspects of their work reviewed during the workshop.

The discussion should be as constructive as possible and facilitators should use the comments made to improve future workshops as well as to define further learning needs that need to be followed up in each location. They should reassure participants that they will follow up on such needs identified.

Since this is a very intensive workshop with exercises that foster honest and positive communication, some participants may wish to keep in touch amongst themselves, as well as with the facilitators, to consult them in the face of complex situations in their day-to-day work.

If facilitators have the possibility to provide this kind of support, they should offer some channels for further communication to participants and encourage them to use them. This might open new venues for greater inter-institutional cooperation, mutual confidence and dialogue of all involved. A final list of participants and facilitators, with names and contact details, could be used to that effect and could be circulated at the end of the workshop.