Tips for Closing Sessions

• Review.
  – Review without calling it a review.
  – Have the students keep track of actions and key points during the presentation; have them share these with a small group and then provide feedback to the entire audience. You fill in the blanks.
  – Have each small group develop two or three test questions and rotate these questions to another small group, which reviews the questions for completeness, clarity, and fairness; then have a third small group take the “test.”

• Elicit new ideas.
  – What new applications do the learners see for the content?
  – What problem does the content solve?
  – Does anybody have another way of doing things?

• Connect to the future.
  – What is the on-the-job application?
  – What are the possible barriers?
  – What strategies could be used to overcome the barriers?
  – How could learners support each other in application of new skills and knowledge?

• Answer questions.
  – Ask for questions.
  – Better yet, do not ask, “Are there any questions?” Rather, ask, “What are your questions?”
  – Ask small groups to review content. Some questions may be answered within a small group. Ask two or three remaining questions of the larger group about content that the small group did not clarify.

• Punctuate the finish in one or more of the following ways:
  – Summarize in a few well-chosen words.
  – Restate main points.
  – Present a call to action.
  – Use humor.
  – Use an appropriate quote.
  – Offer an appropriate anecdote.