

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.