Putting It All Together
Facilitator’s Guide

Putting It All Together
LEARNING OBJECTIVES

By the end of this module, participants will be able to:

→ Reflect on how they can put into practice what they have learned by presenting their revised individual or country team action plans.
→ Evaluate what worked well in the workshop and suggest how future sessions can be improved.

TIME

4 hours and 15 minutes, including:

→ 3 hours for action plan presentations
→ 1 coffee break, 15 minutes
→ Evaluation of workshop and learning
→ Closing

MAIN ELEMENTS

→ Module introduction
→ Participants’ presentations on their individual or country team action plans
→ Questions and answers
→ Final evaluation of the workshop
→ Closing ceremony

HANDOUTS

HANDOUT 1.4 Instructions to participants for development and presentation of a brief action plan, distributed at the beginning of the workshop (Module 1)

PRESENTATIONS

PRESENTATION 5.1 Objectives
Procedures

01 RECAP OF MODULE 4

10 MINUTES

→ Invite the participant assigned to report on Module 4 evaluations to present key points.

→ Allow questions for clarification and some comments.

02 MODULE OBJECTIVES

5 MINUTES

→ Explain that the aim of this last module is to provide space for the participants to give their feedback in two different phases: by presenting their revised individual or country team action plans and by evaluating the workshop.

Introduce the module objectives in PRESENTATION 5.1, “Objectives”.

→ Stick a flip chart page with the module objectives on the wall.

03 INDIVIDUAL OR COUNTRY TEAM ACTION PLAN PRESENTATIONS

3 HOURS

→ Ask participants to go back to the four subgroups working on individual action plans OR to country teams subgroups (see Module 1, Step 15).

→ Give instructions for individual or country team project presentations:

• Each participant/country team will have 15 minutes to present a draft action plan, followed by 15 minutes for comments, questions and answers.
• Should the presentations be individual, participants will be organized in four subgroups. Presentations will take place in parallel in different venues. Should the presentations be organized by country team, they will be carried out in the plenary.
• Each presenter or country team is expected to give a clear picture of further interventions, taking into account the first four elements of Handout 1.4, "Instructions to participants for development and presentation of a brief action plan".
• Each presenter or country team is expected to share a 1 to 2 page executive summary of her/his action plan report.
• In each subgroup, the facilitators and resource persons will help participants summarize key points emerging from their discussion, and keep a record of them on flip charts for sharing during the plenary session.

→ At the end of the assigned time, convene the plenary, and ask each subgroup to put their summary flip chart on the wall.

→ Ask the participants to go around reading the key learning points of the different subgroups.
04 WORKSHOP FINAL EVALUATION

30 MINUTES → Distribute the evaluation forms.

→ Ask the participants to use the forms to evaluate the workshop and their learning.

05 CLOSING CEREMONY

15 MINUTES → Facilitate the closing ceremony.
Final evaluation form

Overall quality of the workshop

Overall quality of the sessions

Day 1
Day 2
Day 3
Day 4
Day 5

Ability of the lead facilitators and resource persons to present the material in a clear and accessible manner

Overall quality of the module case studies chosen for presentations and discussions
Amount learned from this course

Practical relevance of this course to your work

Difficulty of the course

We invite you to name one thing you liked about the workshop, one thing that could have been better, and one thing you found most surprising.

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Presentations

Putting It All Together
Objectives
Module 5: Objectives

By the end of Module 5, participants will be able to:

→ Reflect on how they can put into practice what they have learned by presenting their revised individual or country team action plan.

→ Define what has worked well in the workshop and how it can be improved in the future by evaluating the workshop.