



Session 17	<b>Wrap-up &amp; Evaluation</b>	 Duration: <b>30 mins</b>		
<b>Session Summary</b>				
This session provides an opportunity to answer participants' questions, revisit any parked topics or issues, and review participants' expectations.				
<b>Session Objectives</b>				
	<ul style="list-style-type: none"> <li>• Answer participants' questions and address remaining issues on the 'Parking Lot'.</li> <li>• Revisit participants' expectations and solicit feedback.</li> </ul>			
<b>Learning Outcomes</b>				
By the end of this session participants should be able to:				
	<ul style="list-style-type: none"> <li>• Debrief the training experience and reflect on what they learned.</li> </ul>			
Time	Suggested Activities	Resources		
10 mins	<p><b>Q&amp;A &amp; Parking Lot</b></p> <p>Explain that in such a short security training there are many topics that could not be included or discussed.</p> <p> Ask participants: <i>Are there any security or safety issues you would like further information or clarity on?</i></p> <p>Revisit any items that were recorded on the 'Parking Lot' and not addressed during the sessions.</p>			
10 mins	<p><b>Review Expectations</b></p> <p>Refer to the expectations that participants identified at the start of the training and stuck on the wall or flip chart.</p> <p> Ask participants: <i>Were your expectations met during the training?</i></p> <p>In preparation, prepare three sticky notes – one with a ✓, one with a ✗, and one with both a ✓ and ✗. Space out the sticky notes on the wall. Tell participants to place their expectation cards/sticky notes under the symbol which they feel corresponds to how their expectation was met. Once all participants have moved their expectations, ask the participants to gather round. For any expectations which are clearly not met, or only partially met, ask the participants whose expectations they are to explain further, and provide further information or advice on how this could be met.</p>			
10 mins	<p><b>Evaluation</b></p> <p>Hand out the training evaluation form, or inform participants how it will be sent digitally. Encourage all participants to provide feedback on the training and explain how this will be used to improve future trainings.</p> <p>Conclude the workshop by thanking participants for their contributions and for working together in a constructive and respectful manner.</p>	<ul style="list-style-type: none"> <li>• S.17 Training Evaluation Template</li> </ul>		