
MODULE 6: SUMMARY AND EVALUATION

Day:

Time:

Instructional Strategies:

▪ Evaluation

▪

Equipment/Facilities:

▪ Standard Classroom

▪

Participant Materials/Handouts:

▪ Commencement Certificates

Introduction

In this module, participants will have an opportunity to summarize the key learning principles and ask any final review questions before completing the participant critique of training. After completing these administrative details, there will be a commencement ceremony to recognize the completion of this course.

Module Topics

An outline of key topics and an approximate time plan are shown below.

Topic	Enabling Learning Objectives	Approximate Time
Course Summary	▪ Not Applicable	60 minutes
Commencement	▪ Not Applicable	60 minutes

The module times are guidelines only. The actual time required may vary based on the experience level and interest of the participants or other factors encountered during the training session.

Topic: Course Summary

60 Minutes

- Explain that this module consists of three activities:
 - Summary
 - Participant Critique of Training
 - Commencement
- Before administering the participant critique of training, brief the participants on how the commencement ceremony will be held. Consult with the ATA representative for any specific instructions.

Slide 1 Summary and Evaluation

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| ▪ Title Slide |
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Graphic Description: U.S. Flag and Seal

- In this final module, facilitators will review the key content areas covered in this course. Next, the participants will identify how they might apply what they have learned to their daily jobs. After completing the participant critique of training, they will participate in a commencement ceremony.

Slide 2 Learning Summary

- Working in teams, answer the following questions
 - What are the three most important things you have learned?
 - What can you do to continue enhancing your skills?
- Select a spokesperson

Graphic Description: Participant writing on a notepad

- Have the participants work together in their teams. Each facilitator should work with their assigned team. Using the discussion questions, facilitators should help the teams review and synthesize their learning.
- Explain the purpose of this activity is to summarize the key points learned during this training.
- Ask the participants to discuss the following questions:
 - What are the three most important things you have learned?
 - What can you do to continue enhancing your skills?
- Allow 10 minutes for the discussion.
- After 10 minutes, reconvene the entire class and ask for each team to present their answers to the questions.
- Record the main summary points on chart paper.
- At the end of the discussion, present any additional key points that participants should remember from this training. Also, provide additional suggestions for continued learning such as:
 - Asking co-facilitators and participants for feedback after instructing.
 - Observing or interviewing experienced facilitators to get tips on how to conduct this type of training session.
 - Recording yourself presenting a module and using it to identify areas for improvement.
- Preparation is the key to success!

Slide 3 Course Expectations and Next Steps

- How well did this course meet your expectations?
- How do you plan to use what you learned?

Graphic Description: Facilitator summarizing the course

Course Expectations

- Refer back to participants' expectations listed on chart paper during introductions on the first day.
- Ask the participants: **How well did this course meet your expectations?** Acknowledge the participants' responses and, if needed, explain how each expectation was addressed in the training.
- Refer participants to the ATA facilitator for any expectations that may not have been addressed.

Next Steps

- Ask the participants: **How do you plan to use what you learned?** Acknowledge the participants' responses and add the following key points:
 - During this training, participants demonstrated the ability to facilitate a training session.
- Remind the participants that the summary addenda and worksheets are resources to help them implement training into their own workplace.
- Ask participants if they have any final questions and acknowledge the responses.
- Transition to the next section by explaining that the participants will now complete the Participant Critique of Training.

Topic: Commencement

60 Minutes

Slide 4 Commencement Ceremony



- Commencement Ceremony

Graphic Description: No Graphic

Preparation

- The purpose of the commencement ceremony is to recognize participants for their accomplishments and for completion of this course.
- Prior to the commencement ceremony:
 - Collaborate with the RSO, ATA representative (if present), and representatives from the host country to plan the commencement ceremony according to local custom and ATA requirements.
 - Provide participants with a brief overview of the commencement ceremony (purpose and manner in which the ceremony is organized).
- Through the RSO's office, be sure the highest ranking U.S. official from the embassy or consulate has been invited to attend. Also, high-ranking officials from the host country or the host training academy should be invited to attend.
- A software template, certificate paper, and folders were provided in the training materials for this course. The lead facilitator should ensure that each participant is provided a certificate. Be certain that names are spelled correctly.

Example Commencement Ceremony: Following is one example of how to conduct the commencement ceremony. Your ceremony may be different depending on the traditions in the host country.

- Place chairs in the area that is chosen by the host facility.
- Seat dignitaries in one area with facilitators off to their side, or behind.
- Seat participants as audience in front of the dignitaries and facilitators.
- Allow the ranking official from the host country to speak first and the U.S. official to speak second. (This may be the RSO in many cases.)
- The lead facilitator may also make short remarks.
- Determine who will call out the names of the participants and ask all facilitators to stand in a line in front of the group.
- Call on participants in alphabetical order.
- Award each participant a certificate of completion.
- Allow participants to walk down the facilitator line, shaking hands with all facilitators.
- Ask participants to return to their seats.
- After all certificates are awarded, allow the host nation ranking official to close the ceremony.