Step 4: Structure the Agenda and Activities

The Session

**Closing:**

Think about which of the following will be most important for your session closing:

* Summarize key themes in the training session.
* Provide a warm and heart-felt thank you to everyone involved.
* Motivate participants to apply their learning, e.g., invite participants to share a key take-away or a commitment to how they will apply their learning in their work.
* Indicate how organizers will follow through to support participants’ transfer of learning, whether through reminders, references, action plans or tracking.
* Provide evaluations for completion with enough time so people will put some thought into it instead of rushing to leave. Ask about their experience of the session and how they plan to apply their learning in the workplace.