Step 4: Structure the Agenda and Activities

Post-session Follow Up

Some things to consider to reinforce the participants’ knowledge transfer include:

* What information mentioned during the session needs to be followed up, updated?
* Determine the amount of time after the main session when participants will be expected to incorporate their learning into their work (one week to one month).
* What format for contacting participants will ensure a good response rate?
* How will we reinforce learning, e.g., reinforcing key concepts and/or distributing new resources?
* How will we evaluate the impact of the training on work, e.g., if they have been able to achieve the learning outcomes? Some key questions to consider for participants include:
* What opportunities have you had to apply your learning?
* What barriers have hindered applying your learning?
* To what extent have you achieved any plans or commitments you made at the end of the session?
* How could the session have better prepared you to improve your on-the-job performance?