

Wrap-up Activity

Time

25 minutes

Materials Needed

- **Participant Handout: Final Action Planning**

Advanced Preparation

1. Print enough copies of the **Participant Handout: Action Planning** for each participant to have a copy.

Facilitator note: The wrap-up can be completed even if participants did not take part in every session.

Facilitator note: Throughout the workshop, participants have thought about and/or written down key takeaways from each session. They should have these lessons with them for the wrap-up session. In addition, distribute the **Participant Handout: Action Planning**, which will be used in this wrap-up.

Steps

Wrap-up (20 minutes)

1. Thank the group for their participation and distribute the **Participant Handout: Final Action Planning**.
2. Remind participants that at the end of each session, they identified problems or areas for improvement and ways forward. In this session, they will re-visit these and choose a maximum of five that they plan to implement.
3. Encourage participants to spend ~15 minutes selecting their five priorities for action planning, noting them on the handout, and completing the second column, focused on solutions, action planning, and ways forward based on their previous action plans.
4. After 15 minutes, ask people to turn to the person next to them and spend a few minutes sharing their action plans with their partner.
5. After 5–10 minutes, thank everyone again for their participation.

Closing (5 minutes)

1. Explain to the group that the hope for these sessions was to provide them with a valuable tool to facilitate positive changes in their lives and workplaces. With this in mind, invite participants to reach out in 1, 3, and 6 months (or a similar timeline) to share whether and how the sessions have informed or changed their work.

Source

UNDP/World Bank/WHO Special Programme for Research and Training in Tropical Diseases. 1995. *Health Workers for Change: A Manual to Improve Quality of Care*. Geneva, Switzerland: World Health Organization. <http://apps.who.int/iris/handle/10665/63192>

Participant Handout: Final Action Planning

Use the table below to identify problems/unmet needs in your place of work, as well as an action plan for how to address these. Identify a maximum of five.

Problem to be addressed/area for improvement/ unmet need	Solutions/action steps/ways forward	By whom?

Source: UNDP/World Bank/WHO Special Programme for Research and Training in Tropical Diseases. 1995. *Health Workers for Change: A Manual to Improve Quality of Care*. Geneva, Switzerland: World Health Organization. <http://apps.who.int/iris/handle/10665/63192>