# Review and Next Steps Unit

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## Why is this general unit important?

This unit helps participants know what they need to do after each section of training they complete with you. It is repeated across the training as a 'general' unit that you will present at the end of **every** training meeting. It has the same format on each occasion. The content depends on what has been covered in the sections of the training you have done that day, and what participants must have ready for their next training meeting. This unit helps participants to make the links between the training unit, the Link Time and personal exercises. Allow 20 – 30 minutes for this unit.

## What will participants learn by doing this unit?

At the end of this Unit, participants will be able to:

- Know what to expect during the Link Time
- Understand and complete the personal exercises listed for the training sections covered on that day
- Reflect on how the training is going for them so far

 

## Skills participants will strengthen or develop

Skills that participants will strengthen or develop include:

- Level 2: Practice thinking about issues
- Level 2: Practice personal reflection

## Summary of content in the Review and Next Steps Unit

| Activity | Time |
|---|---|
| 1. What happens in the Link Time? | 5 min |
| 2. What are the personal exercises for this section? | 5 min |
| 3. What is on the talking wall? | 5 min |
| 4. How did the day go for you? | 15 min |

# Activity 1

# What happens in the Link Time?

## Things to get ready for all activities

- Copies of the Link Time file for the unit/part of the training you have just completed for all participants
- Copies of the Participant Handbook for the next section of training you are presenting for all participants
- Flipchart paper and markers
- Copies of the Process Evaluation Survey

## Mini-presentation with large group discussion (5 minutes)

The purpose of the mini-presentation with large group discussion is to gain knowledge in this area.

- Hand out copies of the Link Time file to participants
- Go through it with them to make sure they are clear on what they will do
- Respond to any questions

 

# Activity 2

## What are the personal exercises for this section?

**Mini-presentation with large group discussion (5 minutes)**

The purpose of the mini-presentation with large group discussion is to gain knowledge in this area.

- Help participants to locate the section of their Handbook that has the Personal Exercises for the training section you have just completed
- Go through the exercise(s) with them to make sure they are clear on what they need to do
- Respond to any questions

 

Activities

# Activity 3

## What is on the talking wall?

**Large group discussion (5 minutes)**

The purpose of the large group discussion is to practice skills in thinking about issues.

- Check what has been written on the talking wall for this section of the training – if there is anything there, go through it with participants and ask:

  * Which matters do we need to discuss **now**?

  * Which matters can we discuss **later**?

- Respond to questions and address anything that is possible to deal with at this time
- If you know that these issues will come up at a later stage in the training, then explain this to participants

# Activity 4

## How did the day go for you?

**TOP TIP**
There are two parts to this activity – make sure that you do both.

**Large group sharing (5 minutes)**

The purpose of the large group sharing is to practice skills in personal reflection.

- Thank participants for their ideas and energy across the training meeting
- Ask them to close the day by sharing a **short comment** for both of these questions:

  * How **prepared** are you feeling for user involvement work now?

  * What are your **feelings** about returning for the next section of training?
- Respond to any questions

 

**Process evaluation (10 minutes)**

The purpose of the process evaluation is to gain information for the evaluation of the training and facilitation resource.

- Distribute copies of the 'Process evaluation survey' and ask participants to complete it as a final task for that day
- Collect surveys when people have finished them and remain available to participants as needed
- Once you have collected all surveys, check the 1st page of each where participants must tick the section that this survey applies to – tick the right one if it is missing or correct it if it is wrong

 