Recall session

Outline of Session - time approximately 6 hours (each small group project is allocated a specific amount of time (15 -20 minutes) to feedback to course facilitators and participants and invited guests).

This session is designed to allow participants the opportunity to share the learning experience and any results of the Community Project they have undertaken.

The purpose of this session is to:

- Reflect on their role and practice whilst working on their project.

- Share the process and methods they have used to undertake their project.

- Receive feedback on their presentation from course facilitators and participants.

- To reflect on and participate in an evaluation of the entire learning experience from the beginning of the programme to completion.

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9.15 – 9.30   Arrival & coffee

Suggested Programme

9.30 -9.45   Welcome back!

9.45 -10.15   Challenges and Highs

10.15 -12.00   Unstructured to finalise presentations

12.00 – 1.00   Lunch

1.00 -1.10   Welcome and introduction to afternoon session

1.15 -1.35   Presentation 1

1.40 – 2.00   Presentation 2

2.05 -2.25   Presentation 3

2.30 – 2.50   Presentation 4

2.50 -3.00   Coffee

3.00 - 3.20   Presentation 5

3.25 – 3.45   Presentation 6

3.45 – 4.30   Close & Participant's time!

The programme for this session is entirely flexible and should be designed to suit the participants involved.

Recall Session   Half to Full Day

Please note:

Timing for this session is dictated by the number of projects which are to be presented*. Minimum time allocated to the presentation of each project should be about 15 minutes with a few minutes allowed at the end for

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constructive feedback. Less time than this does not fully reflect the effort of the work put in by the participants nor the value of this piece of work as part of the overall programme. The suggested programme is split into 2 parts. Activities 1, 2 and 3 are for course participants. Activities 4, 5 and 6 include invited guests.

*Once the programme has been finalised, circulate to participants and their guests prior to the day, inviting guests to join the group for lunch if possible.

Objectives:

By the end of this session participants should have:-

Had the opportunity to present to their peers, tutors and invited guests the project they have carried out in their own community using the knowledge and skills learned and developed during the programme.

Shared practice and received constructive feedback on what they have presented

Outline:

Activity 1	Welcome participants	10 minutes
Activity 2	Challenges and Highs	30 minutes
Activity 3	Final preparations	45 minutes
Activity 4	Welcoming the Guests	10 minutes
Activity 5	Participants present their projects	Minutes
Activity 6	Close and Celebrate	30 Minutes

Resources required for this session in the main should have been agreed prior to the session with each project having detailed any need for projector, screen, notice boards etc.

Tutors Notes: Recall Session

| Activity 1 - Welcome Back | Activity 5 – Presenting the Projects |
| The main role of the tutor should be to create a comfortable and safe environment | The tutor should be responsible for the flow and time keeping of this part of the |

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to put participants at ease prior to their presentations, including a short ice-breaker.

Activity 2 – Challenges and Highs
The tutor should use this short session to allow the participants to share their thoughts on the overall experience of taking part in the training sessions/programme.

Activity 3 – Final Preparations
This time is to allow participants to put the finishing touches to their presentation, prepare notice boards/materials, practice their input etc. The facilitator should assist as and when requested.

*NB Guests arrive at this point

Activity 4 – Welcome the Guests
The tutor should welcome the guests and give a short background to the purpose of the training programme and the projects.

session and facilitating the short feedback after each presentation.

Activity 6
On the draft programme the time allowed for this section has been allocated 40 minutes. This could allow for some flexibility is presentations need to be allowed a bit more time each or if they overrun. The main point is to allow a positive close to the session and time for participants to enjoy their achievement.

1 – Welcome Back!

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10 minutes

As participants may be nervous about the programme for the day the main role of the tutor should be to create a comfortable and safe environment in order to put participants at ease prior to the presentation element of the day.

- Welcome participants and go over any health and safety or domestic arrangements for the day (particularly important if you are using a different venue for this session as is often the case)
- Carry out a short ice breaker of your choice or use this option.

Suggested Ice-breaker

- Ask each participant to think of three alternative/strange/funny things they would rather be doing than being here today?
- Allow a couple of minutes for this.
- Ask everyone to call out what they think their most unusual alternative activity might be and record 5 -10 on flip chart.
- When you have recorded at least 5 hold a vote to try and find the most popular alternative activity in the group.
- Handout a copy of the programme for the day and go through this answering any queries that may arise.

What you will need:
Ice-breaker
Copies of programme
Flipchart and markers

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Activity 2 - Challenges and Highs

Method – Reflection and discussion

30 minutes

There are a number of ways this activity could reach the desired outcome which is to allow participants to reflect on their experience individually and collectively, of taking part in the training programme. Choose one of the options below or use a favourite of your own.

Option 1-
Allow participants a few minutes to reflect on what has been challenging for them over the course of the training and what have been any particular highlights for them.
In small groups they should spend a few minutes sharing their reflections and establishing any common factors within the group.

The tutor should then ask groups to feed back to the wider group the common factors or key points to the full group and record these on two flipchart pages headed "Challenges" and "Highs".

When all the feedback has been given ask if anyone would like to share any points they feel have not been covered.

Handout post-its to each participant to write on it what they would say to anyone thinking about taking part in the same programme in the future.
Stick these on a flipchart headed "Community Activists said this about the programme".

Option 2
Use the work sheet supplied for individuals to record the same responses on an individual basis then have an open discussion.

Option 3
Use the same headings on three flip chart sheets, split participants into 3 groups give each group one headed sheet and a different coloured felt pen. Allow 5 minutes for the group to discuss and record their responses to the heading then get them to pass the paper clockwise so each group has a new headed sheet. They should read and underline those they they those they agree with and add any comments of their own (using their own colour pen allows you to identify that each group has had the opportunity to contribute). Repeat the process a second time and then return each sheet to the original group. Allow time for them to read the added comments and then open the discussion for any final comments.

What you will need:
Flipchart and markers
Post-its
Recall session worksheet

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Activity 3 – Final preparations

Method – Individual /small group activity

45 minutes

Participants will have had time prior to this session to carry out their local project and their evaluation and reflection of the same. They will have chosen how they will present their findings prior to the session and also have had time to make preparation.

There is no set method of how the project should be presented. This is very much influenced by the type of project carried out, the time allocated to each presentation and the individuals preference. Some participants may be more skilled and confident in this area than others and the facilitator should try to ensure this element of the course does not turn into a competition.

Presentation can take the format of a spoken input, sometimes supported by a slide presentation, a short input and audience participation in an aspect or activity of the project which was carried out. Often a visual display is created using pictures and examples of materials/feedback form the activity the participant has carried out in their community.

The time allocated here is simply to allow participants to put together any final aspects of their presentation and for the tutor to offer support and encouragement to participants prior to them presenting their project to the invited audience.

This is also a good time to decide the order the presentations will take place if this is this has not already been agreed.

This decision may depend on whether any one has particularly asked if they can go first/last etc. or if a specific room layout set up is required. If no-one has expressed a preference the best way might be to get presenter to draw a number from a hat.

What you will need:
Equipment and materials as required presentation

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Activity 4 – Welcoming the Guests

Method – Tutor input

10 minutes

Prior to this part of the programme the tutor should have laid out the room to accommodate the audience, consisting of invited guests and the participants as well as any supporting staff/facilitators. There should be enough space for each presentation to be delivered in front of the audience. Consideration should also be given to any specific needs of each presentation in order to ensure minimum change over time between each one.

The tutor should take a few minutes to welcome the audience and give a brief input about the training programme the participants have been taking part in and in particular the purpose/value of the project and the reason for asking participants to present back to an audience their experience.

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Activity 5 – Presenting the Projects

Method – Individual /small group activity

Allocate each project about 20 mins for presentation and feedback from peers/tutors/guests

During this part of the session the tutor is responsible for introducing each presenter/group and following their presentation leading a short feedback session. This should allow any questions to be put to the participants and also constructive comments to be made by the audience.

After the final presentation the tutor should draw the session to a close by thanking the participants for their inputs and the audience for attendance

What you will need:
Resources as agreed in advance

Activity 6 – Close and Celebrate

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Method –Tutor's Choice

30 minutes

The programme tutor can choose to use the final part of this session to carry out a final activity with the participants ensuring that the programme comes to a positive conclusion for all involved. This can be achieved by using a closing activity such as the one detailed below or perhaps as a fun session awarding each participant a "fun certificate" E.g. The person who parented everyone else, or made everyone laugh, or was the most organised etc.

Closing Activity: "Say something Nice……" 10 mins

- Each person should be given a sheet of flip chart paper and marker.
- Ask participants to write their name anywhere on the paper.
- Once they have done this give everyone a safety pin and get someone to help the pin their sheet on their back
- Explain that the object of the activity is to write something you want to say to each participant on the sheet of paper on their back (making sure the ink doesn't bleed through onto their clothes!) This can be something complimentary, funny, a wish for the future, something they have wanted to say since day one, whatever positive comment they would like to make.
- Explain that they have 5 minutes to get round every participant.
- When time is up, get participants to detach their paper from their back and allow a few moments for them to read the comments made by their fellow participants.

Finish the programme by acknowledging and thanking the participants for their attendance and involvement. (You may want to give a certificate of Attendance & Participation/Completion to each participant on behalf of the Consortium The Template for this is on the electronic version of the material in the Appendices Section)

Thank guests for their attendance and contributions.

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