

***NCCIC Is a Service of the Child Care Bureau***

10530 Rosehaven Street, Suite 400 • Fairfax, VA 22030 • Phone: 800-616-2242  
Fax: 800-716-2242 • Email: [info@nccic.org](mailto:info@nccic.org) • Web: <http://nccic.acf.hhs.gov>

## **CLOSING ACTIVITY: CONTINUOUS IMPROVEMENT**

The closing of a meeting, seminar, training session or event can be one of the most important areas of learning. It is an opportunity for personal reflection, for review of key learning concepts, **changes needed for the next event**, and an opportunity to evaluate the time together. Make sure you leave enough time at the end of the training for these activities. **They are very important.** If some of the participants are not comfortable with this portion, ask them to sit quietly while other participants reflect. Note: Depending on the dynamics of the group, trainers/session leaders may choose to do a group closing before asking participants to focus on the following activities.

### **Suggestions for Presenters**

1. On a flip chart, write **Continuous Improvement**, the **name of the event** and the **date** at the top. Next draw a line down the middle of the page. Over column one write **“What Worked.”** Over column two write **“Suggestions for Improvement.”**
2. Explain that this is what will help the next group of participants to learn from this group.
3. Ask participants to call out items for both columns.

### **Materials Needed**

Easel, easel paper, markers