

NCCIC Is a Service of the Child Care Bureau

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CLOSING ACTIVITY: PERSONAL LEARNING PLAN

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. Distribute the *Learning Plan* handout to the large group.
2. Ask participants to think about what they will do differently when they go home and how they will track their own changes. Ask the participants to fill out the Personal Learning Plan form individually.
3. Wrap up the exercise by asking volunteers to share their responses.

Handout

Personal Learning Plan