

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

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## **CLOSING ACTIVITY: SESSION EVALUATION**

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 *Session Evaluation* handout to the large group. This evaluation will ensure the session presenters have the information they need to make changes as necessary to improve the presentation for future use.
2. Ask participants to fill out this more formal evaluation individually and return it to the session presenters.

### **Handout**

*Session Evaluation*