



WIT MENA

الشرق الاوسط و شمال افريقيا

Women in Technology :

Middle East and North Africa

# Professional Development Training

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## Curriculum Wrap-Up



## WRAP-UP TO THE PROFESSIONAL DEVELOPMENT CURRICULUM

### SESSION AT A GLANCE

Content	Time	Activity
Program Feedback	15 minutes	"Postcard from a friend"
Personal Action Plan	15 minutes	Revising collected action plans
Participant Feedback	15 minutes	The "ultimate" feedback exercise
Certificates	15 minutes	Ceremony
<b>Total Time</b>	<b>1 hour</b>	<i>All times are approximate!</i>

### SESSION PREPARATION

Context & Purpose	<p>Need to formally wrap up the program for those who have completed all five modules, and do so in a way that reinforces some of the skills learned: action planning and providing feedback.</p> <p>It's also important to have people leave the room excited to go out and practice what they've learned, and excited to have made good contacts. The "ultimate feedback" activity is a fun and lively way to provide this closure.</p>
Objectives	<p>By the end of this session, participants should have:</p> <ol style="list-style-type: none"> <li>1. Developed a personal action plan</li> <li>2. Provided feedback on the overall program</li> <li>3. Provided feedback to each other</li> <li>4. Received recognition (certificate) for completing the program</li> </ol>

Materials and Supplies Needed	<ul style="list-style-type: none"> <li>• Agenda (in Participant Packet)</li> <li>• Certificates (1 per participant)</li> <li>• A postcard-sized piece of card stock (1 per participant)</li> <li>• Flipchart paper, tape and markers</li> </ul>
Set Up Before the Session	<ul style="list-style-type: none"> <li>• Before this session, ask participants to make sure they have their collected first pages of the Daily Review (their mini-action plans).</li> <li>• Make sure to have the appropriate people sign the certificates the day before the session, and that you have carefully checked the spelling of the participants' names before signing them.</li> <li>• Set up the room with chairs in a large circle, since the writing activity does not last long, and you will need the space for the presentation of certificates.</li> </ul>
Potential Issues	<p>Make sure to complete the action planning and feedback activities before any guests arrive - these are not spectator events!</p> <p><i>Please add issues here as you gain experience with this session over time.</i></p>
Alternative Delivery	<p>We always want to end on an "up" note; having a local celebrity or sponsor to help hand out certificates is always a good idea when it's possible.</p> <p><i>Please add variations that you have used, or have contemplated using.</i></p>

## SESSION DELIVERY

Program Feedback <i>15 minutes</i>	<p>Welcome participants to the program closure. As they have come to recognize in all the sessions of this program, we depend on reflection and feedback to move us forward in being able to plan how to apply what we learn. Thank them for faithfully filling in their personal action planning sheets, and for providing such good program feedback to instructors and organizers. Announce that we have chosen very different types of exercises for our final wrap-up.</p> <p><b>Postcard to a Friend Exercise:</b> This activity encourages participants to recall what happened in the Professional Development Training Program, identify personal highlights, and come up with second thoughts about how they could have benefited more.</p> <p>Verbally present the following scenario, using your own words: <i>"Imagine it's three months ago, and you received an e-mail note from a friend indicating</i></p>
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	<p><i>that she's going to attend the Professional Development Training Program. She is curious about your experiences with the program and wants your advice on how to get the most out of it. You are ready to respond to her by sending her a postcard."</i></p> <p><b>Individual Postcards:</b> Ask participants to think back on the Professional Development Training program and recall one or two highlights. Also ask them to think about what two pieces of advice they should give this friend. Distribute a blank "postcard" to each participant and ask her to write a short, friendly note incorporating the highlights and the advice. Give them five minutes.</p> <p>Ask participants who have finished ahead of the others to decorate their postcards with sketches, cartoons or whatever... When everyone has concluded, collect the postcards and thank the participants. Put them to the side - these are your final evaluation forms!</p> <p><b>Group Postcards:</b> Organize participants into teams of three to seven people and ask them to share/compare what they wrote on their individual postcards. Ask each team to now write a <u>joint</u> note to the imaginary friend using large letters on a sheet of FC paper positioned horizontally (landscape format). Give them five minutes.</p> <p>After a suitable pause, ask teams to tape their giant postcards to the wall. Invite participants take a gallery walk and review the products from the other teams.</p> <p>Reconvene the large group, and ask for comments (since now they expect a debrief!) Thank everyone for their feedback, both public and individual, and ask them to take out their collected first pages of the daily Review (their mini-action plans).</p>
<p>Personal Action Plan Revisions</p> <p><i>15 minutes</i></p>	<p>Ask participants to take five minutes to review their collected first pages of the Daily Program Review. Ask them to adjust their plans as needed, in light of new knowledge and skills they have obtained in the Professional Development Training Program, and in light of changes that have occurred in their personal situations.</p> <p>Remind them that these pages are for their own personal use, and will not be collected. They are welcome, however, to share any portion with instructors or other program participants, if they would like feedback.</p> <p>After 10 minutes, call an end to the in-class revisions, and ask how the participants feel about using this kind of tool on a regular basis. Applaud the participants' seriousness in reflecting and planning throughout the program, and if there are no further questions or comments, announce the next-to-final program activity.</p>
<p>Ultimate Participant "Feedback"</p>	<p>If you have been using the English term of feedback, explain that we are now going to make a little joke with this word - we are going to write FEED BACK on each other's <u>backs</u>! Ask for a volunteer, and tape a pre-cut FC paper to her back. Then demonstrate, by writing some positive personal feedback for the</p>

<p><i>15 minutes</i></p>	<p>volunteer. Ask another participant to read it for the generous volunteer.</p> <p>Invite them all to write a little something for each of the other participants, noting that they will be able take the physical "feedback" home as a memento of the Professional Development Training program.</p> <p>Provide pre-cut FC paper to participants and show how to tape it to their backs at the shoulder. Hand out magic markers and let them go. There is sure to be a lot of laughing as people circulate, writing and reading what others have written.</p> <p>When they are finished, take a short break, and then move participants into position for receiving certificates, if this is to happen.</p>
<p>Certificates <i>15 minutes?</i></p>	<p>Follow accepted customs for presenting certificates, if this is to be done.</p> <p>However, since the program has been so participatory, participants will have had plenty of experience with speaking in front of their peers. You might therefore want to include remarks from participants. You can even ask them to reflect and decide how they want to present... if not formal remarks, then some other form of participant closure.</p>