

Session 15

Closing

Purpose Close the workshop, ensure that expectations were met, complete final evaluations, and thank everyone for their time.	
Objectives By the end of this session, participants will: <ul style="list-style-type: none">• Recap what they learned from the workshop• Review workshop objectives to ensure that they have been met• Share impressions of the workshop• Complete final evaluations Total time: ~30 minutes	Session Preparations Logistics: <ul style="list-style-type: none">• Make arrangements for speakers/donors who may be attending the session Materials Needed: <ul style="list-style-type: none">• Session15_Closing_PowerPoint file• Handout<ul style="list-style-type: none">- Agenda/Learning Objectives (distributed at beginning of workshop)• Post-test (one copy for each participant)• Workshop Evaluation (one copy for each participant)• Certificates (created using PowerPoint template and printed in advance) Set-Up: <ul style="list-style-type: none">• Small groups at tables or theater style

1. Show slide 1.

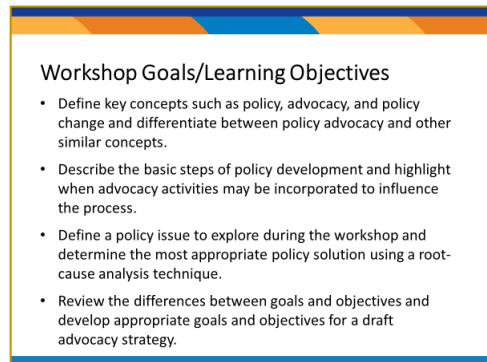
Explain: **We have reached the closing for the workshop. During this session, we will review learning objectives, ensure that we've met expectations, and answer any final questions.**



2. Show slides 2, 3, and 4 in sequence.

Review learning objectives summarized on the slides and presented in detail by session on the participant's handout/agenda.

Ask: **Let's look back at the objectives for this workshop. Have the objectives been met for each session? Explain why or why not.**



5. Show slide 7.

Ask the group for reflections on the workshop. To promote discussion, ask these questions:

- **What session was most useful for your work?**
- **What were your general impressions about the workshop?**
- **What things worked well? What could be improved?**



6. Show slide 8.

Discuss next steps for finalizing advocacy strategies with the groups.

Ask if there are deadlines for completing the strategy; who, if anyone, will review the strategy; whether facilitators will be available to review and provide feedback; and how to incorporate feedback, if any, from the group presentations.

Note: The procedures for providing ongoing support to the participants/groups should be discussed/approved with the workshop sponsor in advance. This discussion should clarify the expectations and timelines for participants regarding post-workshop activities.



7. Show slide 9.

Distribute certificates to attendees (if applicable).

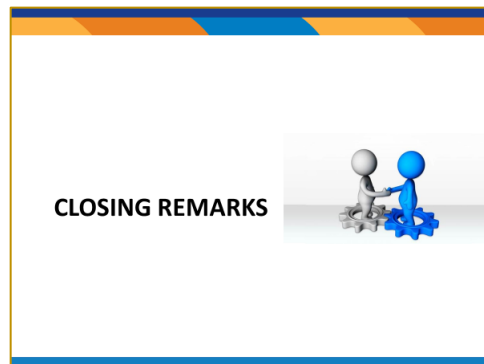
Note: If donors or sponsors are attending this session, consider allowing them to present the certificates to the participants.



8. Show slide 10.

Ask for closing remarks from the sponsor organization or donor.

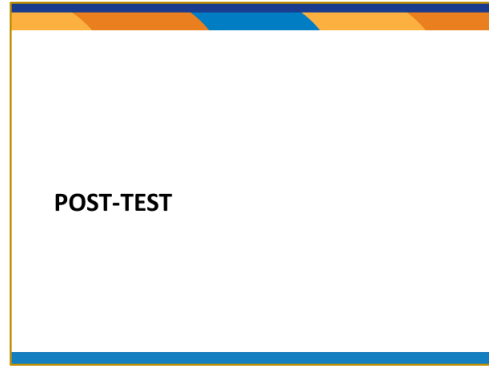
Note: This is not mandatory, but if senior staff from external agencies are in the room, this can be a rewarding activity for participants and facilitators. In some cases, it might be appropriate for facilitators to prepare speaker's notes to ensure that the closing remarks are on target.



9. Show slide 11.

Distribute the forms for the post-test—one for each participant.

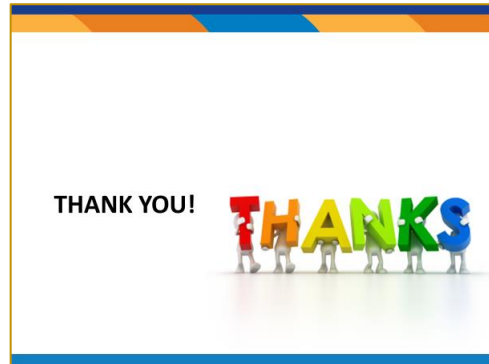
Suggest what participants should do when they complete their forms so as not to disturb the others who are still working (e.g., congregate outside the room for a tea break, meet with one of the facilitators to provide direct feedback, or resolve any outstanding logistical issues such as per diem payments or travel reimbursements).



10. Show slide 12.

Thank everyone for their time and efforts.

Make any final comments.



Post-test: Developing Policy Advocacy Strategies Workshop

Instructions: Answer the questions below.

1) Define policy and policy advocacy.

Policy: _____

Policy advocacy: _____

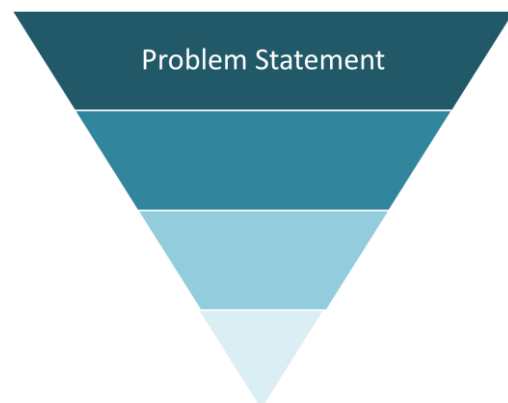
2) Which of these steps are not included in the steps for developing a policy (policy development process)? *Strike through the items that are not part of the process.*

- a. Problem identification
- b. Root cause analysis
- c. Policy formulation
- d. Placement on the policy agenda
- e. Policy analysis
- f. Adoption of policy change
- g. Lobbying
- h. Policy implementation
- i. Outcome monitoring and evaluation
- j. Policy monitoring

3) What components need to be included in a problem statement?

4) What is a policy solution?

5) What are the relationships of a goal, objectives, and activities relative to the problem statement? Label the segments of the graphic by writing goal, objectives, and activities in the segment of the graphic where they belong.



6) What is the difference between a primary and secondary target audience?

7) List two or three strategic reasons to work with partners to reach an advocacy goal.

8) What are the stages in the advocacy communication model?

9) Name one advocacy activity or product under each heading that could be done as part of an advocacy strategy.

Materials/publications: _____

Media/communications: _____

Meetings/events: _____

Generating data/evidence for advocacy: _____

10) What is a resource? _____

Provide examples of two resources that may be required to implement an advocacy strategy.

11) Name two or three methods used to evaluate advocacy.

Workshop Evaluation: Developing Policy Advocacy Strategies

Date: / /

Please rate the quality of the items listed below on a scale of 1 to 5; 1=poor, 2=fair, 3=good, 4=very good, 5=excellent. Please provide additional comments in the space provided.

Item	1	2	3	4	5	Comments (additional space on back page)
Overall content of the training						
Session 1. Introduction						
Session 2. Key Concepts and Definitions						
Session 3. The Policy Development Process						
Session 4. Overview of Steps in Advocacy Strategy Development						
Session 5. Define Issue and Identify a Policy Solution						
Session 6. Set Goals and Objectives						
Session 7. Identify Target Audiences: Decision-makers and Influencers						
Session 8. Engage in Partnerships						
Session 9. Create Effective Advocacy Communication						
Session 10. Plan Advocacy Activities						
Session 11. Assess Resources						
Session 12. Monitor and Evaluate Policy Advocacy						
Session 13. Draft the Advocacy Strategy						
Session 14. Present Advocacy Strategies						
Session 15. Closing						

Instructions: Use the PowerPoint template provided to create certificates for participants. Add logos as desired.



Certificate

this certificate has been awarded to:

for completion of the following course:

Developing Policy Advocacy Strategies

Awarded On _____ Facilitator(s) _____