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:

- 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:

 Make arrangements for speakers/donors who may be attending the session

Materials Needed:

- Session15_Closing_PowerPoint file
- Handout
 - 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:

• 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.



Workshop Goals/Learning Objectives

- Define key concepts such as policy, advocacy, and policy change and differentiate between policy advocacy and other similar concepts.
- Describe the basic steps of policy development and highlight when advocacy activities may be incorporated to influence the process.
- Define a policy issue to explore during the workshop and determine the most appropriate policy solution using a rootcause analysis technique.
- Review the differences between goals and objectives and develop appropriate goals and objectives for a draft advocacy strategy.

Workshop Goals/Learning Objectives

- Define primary and secondary target audiences, use a power map to illustrate stakeholders and their positions related to a policy advocacy objective, identify target audiences, and apply audience analysis techniques to specific target audiences.
- Describe the reasons to form partnerships and the various types of partnerships available for conducting policy advocacy; identify potential partnerships for the draft policy advocacy strategy.
- Identify the steps required to develop and deliver an effective advocacy message and create an advocacy message based on the draft strategy.

Workshop Goals/Learning Objectives

- Describe the types of activities that can be used to support advocacy objectives and identify specific activities to support an objective in the draft advocacy strategy.
- Identify types of resources needed to implement an advocacy strategy and plan how to obtain the necessary resources.
- Describe basic principles of monitoring and evaluation (M&E) and the use of M&E to demonstrate progress toward accomplishing advocacy goals and objectives.
- Create and present the draft advocacy strategy developed during the workshop and provide constructive feedback to other participants.

3. Show slide 5.

Respond to any final questions from the parking lot.

Note: If there are questions/issues that remain unresolved, arrange to follow up with participants later by email or some other means.

PARKING LOT



4. Show slide 6.

Distribute the workshop evaluation—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).

Give participants 10 minutes to complete the evaluation.

EVALUATIONS



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 <u>not</u> 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, Problem Statement and activities relative to the problem statement?

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:
10)	Generating data/evidence for advocacy: 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						
Cassian 2. The Dalies						
Session 3. The Policy Development Process						
Development Frocess						
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 11. Assess Resources						
Session 12. Monitor and						
Evaluate Policy Advocacy						
Session 13. Draft the						
Advocacy Strategy						
Session 14. Present Advocacy						
Strategies						
Sossian 1E Clasina						
Session 15. Closing						

General Comments:

Gei	ieral comments:
1.	Please list one thing the facilitator(s) did well and one thing the facilitator(s) could improve.
2.	Please list three ideas or concepts you learned in this training that you will use in your work. a)
	b)
	c)
3.	What part of this training was the most useful for your work?
4.	Kindly provide any suggestions on how we can improve this training.

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

