**1.8 Daily Feedback**

**Day 1:  17:15-17:30 (15 min)**

**Session Purpose:**

To review the learning points from the day and gather feedback from participants to inform workshop planning for the following days

**Learning Objectives:**

By the end of this session, participants will:

1. Refresh their memory of training content from the day.
2. Resolve questions, issues raised on the Car Park, if appropriate.
3. Provide feedback to the workshop team on what is working well and areas of improvement.

**Outline of the Session:**

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| **Topic** | **Time** | **Guidance note for facilitator** |
| Review of today | 5’ | Recall learning points from the day |
| Daily Feedback Exercise | 5-20’ | Select an option to gather feedback from participants |

**Session Materials:**

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| **General** | **HO=Handouts (1 per person) and**  **R =Resources (copy per instructions)** | **Electronic References** |
| Dependent on exercise option chosen. Could be: flip chart, markers and/or sticker notes. | N/A | N/A |

**Facilitator Notes**:

**Review of today (5 minutes)**

Ask participants to remember the contents from the day. Highlight the key learning points by asking a few review questions about the sessions.

Check the Car Park flip chart and resolve any issues if appropriate at this time. (If it is not appropriate to address issues on the Car Park at this time, mention when the issues will be addressed. If there are no issues on the Car Park, proceed directly to the next activity.)

**Daily Feedback Exercise (varies)**

Select one of the Exercise Options below to gather feedback from participants based on time, participant energy levels and feedback requirements.

Thank participants for their participation today and remind them that you will review their feedback during the opening session of the course the following day.

Ask the participants who have volunteered to conduct the course review for the next day to see the facilitators for planning before they leave. (See Course Review Session Plans for ideas of course review exercises.)

**Daily Feedback Exercise Options:**

Choose one of the options below or use your own creative ideas for gathering feedback.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| * **Text message (5 min):** Distribute one sticker note to each participant. Ask them to send a “text message” (as though on a mobile phone) to the facilitators on how the workshop is going for them. Invite participants to share both things they liked and suggestions for improvement. They will place their stickers on a designated flip chart page in the room. * **I liked, I learned, I suggest (10 min)**: Distribute sticker notes at each table. Ask participants to write one thing they liked about the day, the most important thing they learned and any suggestions (one idea per sticker note). They will place their stickers on a prepared flip chart page with three sections: 1. I liked…, 2. I learned…, 3. I suggest…  Another Option: Use a prepared flip chart with sections: 1. Start doing…, 2. Stop doing… 3. Keep doing… * **Graffiti Wall (10-15 min)**: Have participants discuss at their tables how the day went for 5 minutes. Distribute a few markers to each table. Explain that the Graffiti Wall is for anyone to give feedback on how the day went through drawing or writing on a communal “wall”. Post one prepared flip chart page (for the plenary) Invite participants to make a collective drawing to feedback on how their day went. * **H Evaluation (15-20 min)**: Prepare 3 flip charts in the H-Evaluation format as in the table below. Divide the group into three and give each group one of the prepared flip charts to fill in. Ask each of the three groups to identify at least 1-2 positive things about the sessions from that day and 2-3 things they think could be improved. Make sure they are complete sentences that say why it was good/needs improvement.   Put the flip charts up and ask everyone to look at each one and vote on whether they agree or disagree with the statements by placing a dot in the + (agree) – (disagree) with the statements. You can only vote once for each statement, agree or disagree. You also need to vote for every statement.  Sample positive statement: “The mix of group work and presentations kept me interested”  Sample constructive statement: “When you speak quickly I have trouble understanding you”   |  |  |  | | --- | --- | --- | | + (agree with statement) | Something that is working – good about the course | * Disagree with the statement | |  |  |  | |  |  |  | |  |  |  | | + (agree with statement) | Something that needs improving | * Disagree with the statement | |  |  |  | |  |  |  | |