

Closing Reflection

Purpose

Bring the Lab to a satisfying close.

Goals and Outcomes

- Hear from as many people as possible
- Check if the Lab met hopes and expectations
- Learn what people got out of the Lab
- Provide clarity as to next steps
- Get written evaluative feedback

CLOSING REFLECTION

Instructions

Assumptions

Last activity together during the Lab. People are likely to be excited, worn out, and thinking about things outside the Lab at the same time. This activity is designed to be a lightweight reflection that honours the time together but doesn't dwell for long.

Step 1: Framing [5 mins] - Outline the agenda for this final session (Written agenda)

Step 2: Group reflections [15 min] Going one question at a time, ask participants to respond, popcorn style, if they would like to share any:

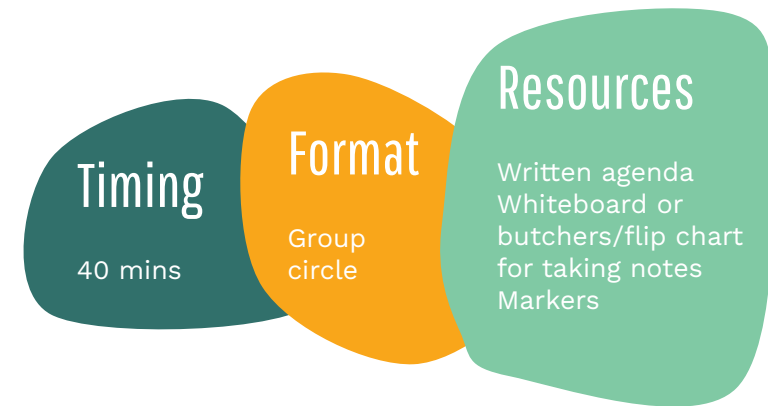
- Feelings they are holding right now - Check in to check out
- Moments they felt really captured the essence of their Lab experience
- Most significant learning or takeaways
- Needs, questions, or challenges left unaddressed
- Offers they would like to make known
- Thanks and gratitudes

Step 3: Next steps [5 min] Invite participants to any local events. For partners or anyone holding actions, name the takeaways and actions you are holding. Outline the next steps: follow up email, follow up sessions. Mention any last housekeeping.

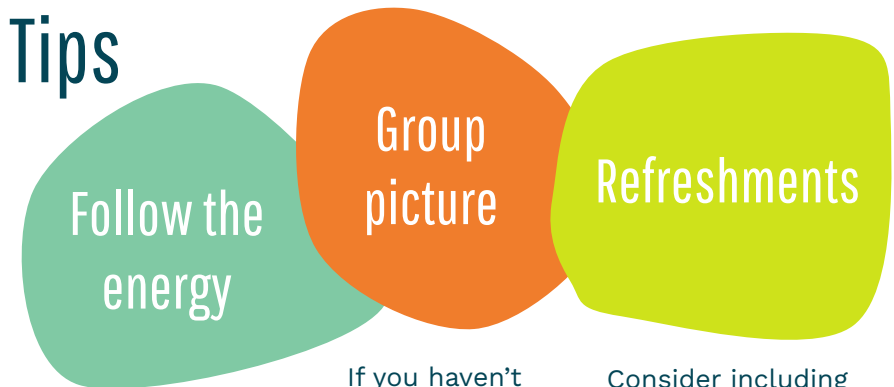
Hand out the feedback forms and pens.

Step 3: Close [5 min] Share any gratitudes and appreciations from the working group and make any other closing remarks. Suggest to prepare a few notes ahead of time. Consider closing with a round of applause, a simultaneous clap, or other gesture.

Step 5: Feedback forms [10 min] Ask the group to complete the feedback forms before they leave, and hand them to you or put them in a specific place.



Tips



Allow time and space for a debrief that can graciously accommodate how fast or slow participants want to check out, how little or much they need to say, and the mix of emotions they may be experiencing

If you haven't done it yet during the Lab, use the opportunity to get a group picture

Consider including light refreshments or tea to encourage people to stay and chat for a while after