Lesson 1.4.4 Course Closure

|  |  |  |
| --- | --- | --- |
| Lesson 1.4.4 Course Closure | | Duration: 60 Minutes |
| **Resources Required:**   * PC/Laptop loaded with software versions compatible with the prepared materials * Projector and display screen. * Internet access (if available). * Computer hardware examples (if available). * Whiteboard. * Whiteboard pens (at least 2 each of blue, black, red and green). * 2 Flipcharts with adequate paper. * Student notepaper and pens. * Stapler, hole punch and scissors. * Blu tack or a similar product to allow for paper to be affixed to the walls temporarily. | | |
| **Session Aim:**  This session is designed to allow the delegates to provide feedback on the course and to assist the trainer in identifying any improvements that may be made. It is also for the trainer to recap on the contents of the course by reference to the aim and objectives. | | |
| **Objectives:**  At the end of this session participants will be able to:   * Provide appropriate feedback on the course and its effectiveness * Complete the COE course evaluation forms * Identify the next level of learning that they need to undertake to improve their knowledge and skills in the subject matter. | | |
| **Trainer Guidance**  This is an important session of the course and should be used to obtain feedback from the students on the course content and methodology used to deliver the course. Any evaluation forms should be completed or finalised during this session. The trainer should recap on all the session of the course and check that the objectives have been met. Once the session is over the trainer is responsible for ensuring that all feedback in considered and that any changes that are necessary, are implemented in the course either as an ongoing minor modification or during a scheduled major modification update. | | |
| **Lesson Content** | | |
| **Slide Numbers** | **Content** | |
| 1  Mandatory | A PowerPoint is provided to assist the trainer in encouraging discussion about all the sessions of the course. The trainer should hand out the evaluation forms before commencing this session. In some circumstances, it may be appropriate to issue the evaluation forms at the beginning of the course in order that delegates may complete them as the course progresses and when the sessions are fresh in their minds. There is also a tendency at the end of the course for people not to complete them fully. | |
| 2  Mandatory | As with all other lessons this has clear objectives set out at the beginning of the lesson. | |
| 3 to 4  Mandatory | The trainer should recap the agenda and take feedback from the delegates. Feedback and suggestions from the delegates should be noted for future use. | |
| 5  Mandatory | This slide sets out the expectations in respect of the completion of the COE evaluation forms. The importance of the forms should be reiterated to the delegates | |
| 6  Mandatory | This is a final opportunity for the delegates to ask questions of the trainers prior to the conclusion of the course. | |
| **Practical Exercises**  No practical exercises are envisaged in this lesson. | | |
| **Assessment/Knowledge Check**  No knowledge check or assessment is prepared for this session. | | |