Wrap-up and Feedback

Wrapping up and gathering feedback on your Safe Zone workshop is more important than you think!

❖ Necessary supplies
  • Participant feedback forms

❖ Goals & objectives
  • Wrap up the program by summarizing the take away points from the different aspects of the workshop
  • Remind participants the events of the workshop giving them a chance to reflect on what they've experienced and learned over the course of the program
  • Opportunity to make any last points or take-aways
  • Opportunity for participants give feedback on the workshop that will help the facilitator grow and develop the workshop in the future

❖ Step-by-step walk through
1. Let participants know that we are going to be wrapping up the workshop.

2. You want to summarize the activities that you did during the workshop, the main take away points that you want participants to leave with, and what they can do from here to continue being and becoming better allies.

3. Let them know that in a minute you'll be looking for their feedback. Let them know what you will use the feedback for and how important it is to growing and bettering the workshops in the future.

4. Hand out feedback forms and wait for participants to turn them in.

Example: "To wrap up the workshop I just want to highlight a few things. We've talked about vocabulary and the importance of word choice when talking about these issues. We then talked about the difference between gender identity, sex and sexuality and how vital it is to understand the difference between all of these identities. We went over a list of heterosexual privileges and discussed how privileges are not only legal but social, geographical, and interpersonal as well. We went over some scenarios that often come up in relation to these issues and we reflected on how our lives are impacted and change by the stigmatization and marginalization of sexuality and gender identity."
So I encourage you all to continue to have these conversations outside of this space, to continue to respectfully inquire when you hear negative language, to continue to educate yourselves on these and other diversity issues, and to be the active ally you all can be!

After this point you want to ask participants to fill out some feedback forms that you have prepared about the workshop. Let them know why the feedback forms are important and how they will be used in the future.

*Example:* "I'm going to pass around some feedback forms and I would really appreciate you taking some time to fill these out. These feedback forms help me continue to improve this program and also help me to encourage others to participate in the future. This information is invaluable to me so please a few minutes to fill out the feedback form!"

**Make it your own**

You can absolutely modify the feedback form to fit your needs and interests and for the participating group. Additionally, if you would like people to focus on you as a facilitator encourage them to write about that specifically and likely you will receive more feedback on your facilitation skills specifically.

**Notes**

It is very easy to forget to or not prioritize this aspect of the workshop. It often gets cut when one runs out of time or gets missed in the heat of the moment. The workshop will feel much more complete when you give a little summary of the workshop at the end. It also increases the quality of the feedback you receive as you have just reminded participants all of the different aspects that you covered the workshop.

This is a wonderful opportunity as well to offer any pieces of advice or information that you did not have the opportunity to cover within the workshop. Activities may have been missed, or goals may not have been achieved within the different activities, so when you summarize the workshop you can add in any final thoughts or anything that you didn't get to cover to encourage participants to continue their learning to cover these topics in the future.