



AIM: A closing exercise that can be used to measure how the day/workshop went and give the participants a chance to reflect on what they have learned.



Participants: 10-20, if more it be a good idea to split up in smaller groups.



Duration: 10-20 minutes, depending on the number of participants



Required Material: none



Category: Closing exercise / Homogeneous, inter-faith, inter-cultural

THINGS TO CONSIDER

- A. If the workshop starts with the 'Check In' exercise then it will be suitable to use the 'Check Out' as an ending. The two exercises form a good frame for the whole process.
- B. Remember to tell the participants that there are no right and wrong answers.

STEPS	
<p>Preparation (5 minutes)</p>	<p>Briefly illustrate the exercise by telling the participants that, before starting a journey, you often start with a check in. Now they have completed the journey and need to check out.</p>
<p>Activity (15 - 20 minutes)</p>	<p>Make sure to tell the participants that there is no correct answer to the check out. It is only a check out to better understand what each participant has gained from the day/workshop, final remarks and/or how they feel at the given moment.</p> <p>The participants place themselves in the middle of the room and form a circle.</p> <p>The facilitator asks one to two questions which the participants can relate to.</p> <p>The questions may vary depending on the process. But most of the time check out is used to state impressions of the day or to make some final/evaluation or remarks.</p>

	<p><u>You may ask:</u></p> <p>“What is the most important thing you are taking away with you today?”</p> <p>“Mention two things you learned during the day”</p> <p>The facilitator stands in the circle, too, and starts the exercise by checking out first.</p> <p>The participants should not spend more than one minute checking out. The person checking out takes one step inside the circle and forms a new inner circle. When everyone is done checking out, a new circle will have been formed.</p> <p>There is no particular order, the participants can step in whenever they feel like it.</p> <p><u>*Variations:</u></p> <p>Flow:</p> <p>As the participants are checking out, you can use a small ball which the participants throw to each other. The person who catches the ball is the one who checks out. With this variation, you can create a flow.</p>
<p>Reflection</p>	<p>The exercise itself is a form of individual reflection of the day, conducted in the group.</p>
<p>Take away points</p>	<p>Thank everyone for what they chose to share with the group and remind everyone that what was shared is a gift given and received and should be treated as such.</p>