

DAY FIVE

Session 13

Participant Action Plan Approach (PAPA) and Workshop Evaluation

SPECIAL NOTE TO TRAINERS

Session 13 presents two sets of ‘Instructions to Trainers’ to facilitate your actions.

- For the five-day workshop, this is the **last session** of your program. **Follow the first set of Instructions to Trainers (#1).**
 - If you have planned an **additional day** (day six, annex 1) for tomorrow, then **follow the second set of Instructions to Trainers (# 2),** below.
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Instructions to Trainers # 1

SESSION 13

16:15 – 17:15 Session 13. Participant Action Plan Approach (PAPA) and Workshop Evaluation

OBJECTIVES

By the end of this session, participants will be able to do the following:

- Plan actions for future activities related to Law and Policy of Relevance to the Management of Plant Genetic Resources
- Evaluate and provide feedback on the workshop

Use overhead 5.13.2 to present the session’s objectives.

PROCEDURE

Learning strategies: presentation, individual work, group sharing, PAPA

PRESENTATION

(Experience) Give a brief presentation reinforcing the use of PAPA during the workshop. Before you begin your presentation, distribute the Summary of Overheads (handout 5.13.1). Note that the participants have been jotting down possible action items throughout the workshop. Now it is time for them to focus on finalizing their specific action items for when they return to their jobs. Be sure to ask the participants if they have any comments or questions, or need any clarification. (5 minutes)

EXERCISE 13

PAPA Exercise—Second Stage. (15 minutes)

1. Distribute handout 5.13.2. This is the form for the second stage of PAPA.
2. Individual work: Ask the participants to review the work they have done over the last five days and to refer to the PAPA notes they have made throughout the workshop. They should formulate specific action items and write them on the handout. Tell them to refer to the questions about

their action items in order to be sure they are written as ‘specifically’ as possible. (5 minutes)

3. Group sharing and discussion: Go around the room and ask each person to tell you his or her action items. If possible, list the items on flipcharts. If some people have similar items, use a tick to indicate the original item. Do not rewrite. This will give a good idea of the range of action items people are interested in undertaking. (10 minutes)
4. Collect the completed forms from the participants. (*Make photocopies to return to the participants before they leave.*) Remind them that you will be following up with them after several months to see how they have progressed towards their action items.

Workshop evaluation (10 minutes)

Distribute handout 5.13.3. Have the participants complete the evaluation before they leave the session. Give them about 5 minutes for this task. As soon as the participants return the evaluation forms, invite them to make oral comments regarding the evaluation of the workshop. Facilitate a brief discussion.

17:15 – 17:30 Final Remarks, Closure, and Presentation of Certificates

Instructions to Trainers # 2

16:15 – 17:00 Feedback on the Day’s Activities and PAPA

OBJECTIVES

By the end of this session, the participants will be able to do the following:

- Provide feedback on the day’s activities.
- Consider possible actions they would like to take in their own organizations.

PROCEDURE

Learning strategy: individual exercise.

FEEDBACK

Highlight positive and negative points of the day. Note areas that may need additional attention in the workshop. Participants can describe some strengths and weaknesses of this day on handout 5.13.4.

(15 minutes)

PAPA

(application) Ask the participants to take time to jot down some action ideas they may have for themselves as a result of today's activities. They can use handout 5.13.5.

(30 minutes)

Remember to invite a volunteer to prepare a brief report of this day, summarizing major lessons learned, for presentation during next day's pre-session.

Prepare a summary of the day's evaluation for next morning.

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| Reminder: Make sure that all materials for Day 6 labelled 'handouts' (see page headers) have been photocopied. |
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