

Final Summary and Evaluation Questions

Summary:

A summary is a brief review of the main points covered in the class. Client-centered classes are tailored to the participants' needs and therefore can go in different directions. Sometimes classes cannot cover all of the content. As a result of varying participant needs, classes can fluctuate. Therefore, it is always a good idea to take a few minutes and summarize the most important and relevant points of the session. Some facilitators find it useful to write the discussion's main points on a board as the discussion takes place. This makes it easier for participants to see the main points and follow the class flow. When class time is about to end, they simply turn to the notes on the board and sum up the class.

When summarizing a class it is useful to think about the messages the participants should take home. The following questions may help when summarizing the key content:

- What important information was covered?
- What main points should participants take away?
- What conclusions did the group arrive at on the issues or class topic?

Remember to leave time to clarify any misinformation that might have arisen during the class.

Evaluation:

The evaluation component of the lesson plan gives an instructor the opportunity to find out: (1) whether the lesson's objectives have been met, (2) what the participants learned from the class, (3) how participants might apply what they learned to their everyday lives and (4) how the instructor might improve her presentation. A lesson may have an informal verbal evaluation or formal written evaluation component. A written evaluation is useful if the evaluator wants to document the information obtained from the class and review it. An instructor might consider a written evaluation when a class has not been taught before.

Evaluations can be done at the end of class by asking participants to:

- Demonstrate a new skill or behavior
- State one thing that they will try at home
- Respond to a brief set of questions included in the lesson plan

Depending on the class size, it may be practical to pair up partners and have them share what was learned or what new information they will use at home.

Good evaluation questions are related to the lesson objectives. For example:

Objective: The participant will be able to list 3 iron-rich foods.

Evaluation Item:

- Which iron-rich foods will you try at home?

Objective: The participant will be able to show three different ways to hold a baby while breastfeeding.

Evaluation items:

- Demonstrate three ways to hold a baby when breastfeeding.
- How could this class be improved to help mothers with holding their babies while breastfeeding?

Self-evaluation

Instructors should answer and reflect on their responses to the following questions to evaluate their own performance:

- What went well?
- What did not go as well?
- What should be done the same way the next time the class is given?
- What should change?