
PROGRAM CONCLUSION

Objectives

At the end of this program conclusion, participants will be able to:

- ⚡ Identify the resources and content available to them on the *Tools and Resources* CD-ROM.
- ⚡ Review their learning goals from the beginning of the program.
- ⚡ State one concept from the program that stands out as important.
- ⚡ Create a new learning goal to practice back on the job.
- ⚡ Evaluate their experience in this program.

Time

15 minutes: 4:15 to 4:30 PM

Program adjourns after the program conclusion.

Agenda

1. Introduction to the *Tools and Resources* CD-ROM—Presentation (5 minutes)
2. Review of Learning Goal—Activity (5 minutes)
3. Certificates and Evaluation (5 minutes)

1. Introduction to the Tools and Resources CD-ROM—Presentation (5 minutes)

Cues	Content
PPT Conclude-1	<ul style="list-style-type: none"> ■ You will be covering Pages 1 and 2 in this segment. ■ Show PPT Conclude-1 as you refer participants to Page 1 in Program Conclusion of their Participant Guides.
PPT Conclude-2 and PPT Conclude-3	<ul style="list-style-type: none"> ■ Congratulate participants for completing the <i>Prevention Strategies for Electrical Hazards</i> training program. Use PPT Conclude-2 and PPT Conclude-3 to introduce the objectives for this Program Conclusion. ■ Refer participants to Page 2. Tell them that you will now take a few minutes to review the resources available to them from this program.
PPT Conclude-4	<ul style="list-style-type: none"> ■ Show PPT Conclude-4 as you review the following:
Participant Guide	<ul style="list-style-type: none"> – Participant Guide—Let them know that they can continue to refer to their Participant Guides for ideas on how to improve electrical safety at their worksites.
Tools and Resources CD-ROM	<ul style="list-style-type: none"> – Tools and Resources CD-ROM—This CD contains numerous resources for them. They should continually use it to learn more about electrical safety. ■ Quickly review the list of items contained on the Tools and Resources CD-ROM.

2. Review of Learning Goal—Activity (5 minutes)

Cues	Content
Individual Activity	<ul style="list-style-type: none"> ■ You will be covering Page 3 in this segment. ■ Facilitate a 5 minute individual activity in which participants will do the following: <ul style="list-style-type: none"> – Compare their learning goal to their learning experience. – Write one concept that they learned relating to their learning goal. – Set a new learning goal. ■ Refer participants to Page 3. Remind them that, at the beginning of the program, they identified a learning goal. ■ Refer participants back to Page 2 of the Program Introduction so that they can locate their learning goal.
PPT Conclude-5	<ul style="list-style-type: none"> ■ Show PPT Conclude-5 and ask participants to copy their learning goal onto Page 3 of the Program Conclusion, then allow time to write what they learned relating to that goal. ■ Quickly go around the room and ask participants to share their concept with the group.
PPT Conclude-6	<ul style="list-style-type: none"> ■ Refer participants to the bottom of Page 3. Show PPT Conclude-6 as you allow time for participants to identify a new learning goal, and to write down what they will do to achieve that goal.

3. Certificates and Evaluation—Individual Activity (5 minutes)

Cues	Content
Certificates	<ul style="list-style-type: none">■ Tell participants that you will now hand out their certificates of completion.■ As you hand out the certificates, have participants finish completing their course evaluations.■ Collect the evaluations before participants leave.■ Thank participants for attending and participating.
Adjourn	<ul style="list-style-type: none">■ Adjourn the class.