



2.6.1. Technical Sheet Finalising my project

Activity Identification	Dimension	Number of Participants	Duration (minutes)
21 My project Sum up	Sum up	8 – 12 (subgroups of 2 or 3)	60

The aim of the activity

To anchor learning, decisions and goals of either **one dimension** or the **program in its full length**.

This activity aims to make the participants reflect upon personal learning, about the self and the world, the development of goals, the development and implementation of action plans, developed throughout the different sessions/entire workshop. It also enhances their active listening skills as well as communication skills by sharing ones learning with fellow participants.

Preparation

Print relevant handouts related to the dimension you have presented and worked with. When you finalise the global programme live2work programme, then make sure that the participants have filled in the Sum up for the self-knowledge and the world-knowledge dimensions.

Available hand out:

- 21A The self-knowledge sum up
- 21B The World knowledge sum up
- 21C My Project – The global overview. (Self-knowledge, Word-knowledge and Transitional skills)

Instructions

1. Hand-out the relevant 'sum-up' for each participant and explain the goal of the activity. Throughout the programme and activities, the participants had the chance to develop a range of skills and attitudes, learned new information that now we aim to sum up and review and present in the group.
2. Ask the participants to go through all the handouts of the completed programme and select the most relevant information in order to fill in the Sum Up activity.
3. Then divide the participants into groups of 2 and ask them to share their global vision of their own projects and life.

CLOSURE OF THE PROGRAMME

4. Sum up the highlights and important issues from the session or workshop and ask the participants to reflect upon and choose 3 most important learning's (E.g.: something new that they discovered about themselves, or another person, or the group – anything related to the session) and 3 main steps of action towards a goal. (Use 5 - 10 minutes on this)



5. Divide the participants into groups of 2 or 3 and explain the exercise:
 - a. In groups of two: Person A presents the 3 most important learnings to person B. Person B listens and repeats highlights of what he/she heard from person A. In groups of three: The same as in group of 2: The person C listens and can add his/her thoughts. The participants take turns being person A, B and C.
 - b. When this is done, have the participants repeat the exercise and talk about their 3 main steps of action.
 - c. When all participants have finished the exercise within the group ask them to share the one most important learning from the session and 1 step of action with the entire group.
6. For closing up a workshop with more activities than, e.g., one dimension or the global programme, bring in the Value Image cards to finalise the range of activities.
 - a. Spread the Value Cards on the floor and ask the participant to select one Value Image Card that represents the 'stage' or change' that they are experiencing right now finalising these activities or the programme.
 - b. Let the participant stand in a circle, holding the image card in front of them and have each participant presents "why they have chosen that specific image" and the meaning that the image cards symbolise.

Observations / Suggestions

The facilitator can time the activity according to the diversity and language skill of the group. Participants can choose to fill in the diagram below or, if they prefer, make a text that covers the same topics.

Source / Links / Further Information

Actual version of this tool can be found here: <https://live2work.eu/go/my-project/>