

## Face-to-face Training Session – Discussion

*This is a template for leading a discussion around how the training is progressing through each session to be adapted for your needs.*

We recommend taking a brief 15-20-minute period at the end of each session to have a quick discussion with participants, in addition to the anonymous written evaluation. It is important to listen to the feedback and look for concrete ways to incorporate it into the training when reasonable and possible.

Here are a few discussion-prompt questions that you might consider incorporating into the discussion:

- What are some questions or concerns about the material that we still have open from this session?
- How are you advancing on the M&E Framework?
- Have the working sessions been productive?
- Were you comfortable with the structure of the session, or did you find yourself rushed or perhaps find that work was dragging at any point?
- How would you address those moments to keep things moving at the right pace?