



ALPHABET RECAP

FACILITATOR GUIDE



Alphabet Recap

Introduction

By reviewing previously discussed content, you can ensure that learning has occurred. It is also a great way to build excitement around the takeaways of the training or meeting. The purpose of this activity is to help participants recall key topics and takeaways from the learning event.

Overview

Teams compete to assemble the alphabet using words from topics discussed during the learning event. Teams review material learned by recalling specific takeaways and briefly discussing their importance.

Objectives

After completing this session, participants will be able to do the following:

- Discuss the tools and knowledge gained from the learning event

Materials

- PowerPoint
- Paper
- Pen

Group Size

- Any

Setting

- Large room with one table per team
- Ability to display the PowerPoint presentation

Time

- Approximately 20 minutes

Process



1. SHOW the Recap Activity: Alphabet Recap slide as participants enter the room.



2. SHOW Session Objectives slide.



3. PRESENT
 - After completing this session, you will be able to do the following:
 - Discuss the tools and knowledge gained from the learning event

4. SHOW the Alphabet Recap slide.



5. PRESENT

- Today we discussed valuable tools and learned from the experiences of our peers.
- In this session, we will review some of the key takeaways from today.

Activity: Review Day One

NOTE TO FACILITATOR

Ask each team to write the alphabet vertically down the left side of a blank sheet of paper.

In this activity, participants review topics and discussions by filling in the alphabet using words from topics and subjects previously discussed. Teams may not use notes for this activity. Read the instructions and allow participants five minutes to complete the activity.

Once complete, move through the alphabet and ask teams for their responses to each letter. If two responses are similar for one letter, you decide either to award points or void the answers. This is meant to be quick and fun. The team with the most points wins. You may choose to be lenient on the letter X. You might say, "I will be lenient on one letter as long you are eXtremely creative."

1. INSTRUCT participants to arrange themselves in teams by table.



2. PRESENT

- Instructions
 - Teams have five minutes to complete the Alphabet Recap activity.
 - Write the alphabet vertically on the left side of a blank sheet of paper.
 - To complete the activity, teams fill in each letter with something discussed during the learning event.
 - You may not reference your notes during this activity.
 - I will award one point for each letter filled in correctly. There are no double points for alliterations.
 - Each topic must start with the given letter. I will not award points for letters in the middle of words.
 - Correct example: Conflict management
 - Incorrect example: coNflict management
 - When I call time, you must stop working.
 - I award points and determine whether or not the each topic was discussed during the learning event.
 - If two teams write a similar topic for the same letter, neither team receives a point. This means it is important to be creative.
 - However, if the two teams can argue how the topics differ, I may award points at my discretion.
 - The team with the most points wins.

3. INSTRUCT participants to spend five minutes completing the Alphabet Recap activity.

5 minutes



4. TIME five minutes.

5. INSTRUCT each team to give their response for each letter as you call on them.

6. DISCUSS the responses and topics from the activity to briefly review the learning.

Conclusion

1. SHOW the Conclusion slide.



2. PRESENT

- You and your team members can achieve success by working together.
- Remember what you learned today as you work to complete your goals.

3. INSTRUCT participants to share something they learned from this session with another participant.

