

## Use Interim Reviews to Energize and Emphasize!

©Copyright by Robert (Bob) Lucas

Don't wait until the end of a session to gather participant feedback on evaluation forms. At that point it is too late to modify content or delivery to increase effectiveness or improve the learning experience for the current group. Instead, conduct "Interim Reviews" throughout your session. If you are doing a four-hour session insert one halfway through the program. For an all-day session add, one at mid-morning, just before lunch, and in mid-afternoon.

Keep the reviews simple, yet fun. For example, in the morning have participants take out a blank piece of paper, jot down one concept that they thought was valuable thus far, then ball the paper into a wad. Have them gently toss the papers around the room until you say stop. Each person then recovers one page and reads it aloud.

At lunch try a different approach. On a piece of colored paper cut in the shape of a light bulb have each person write one thing that they can immediately apply in their workplace on one side of the paper. On the reverse, have them write one thing they would change related to facilitation, content or otherwise about the session if they were presenting. Before they leave for lunch have participants pass their light bulb in to you. Following lunch, make necessary modifications to the session based on comments received.

In mid-afternoon, do a review activity. Divide participants into two equal sized teams. Line them up on different sides of the room facing one another. Provide a balloon, beach ball or other similar item, which is to be tossed back and forth randomly between the two groups. Each time someone catches the ball, they shout out a concept, idea or strategy learned in the session thus far. Tell them that they cannot name something already mentioned and that the ball should be tossed to someone who has not yet received it. Once all participants have caught the ball once, have everyone sit down. Review session key concepts, especially those that were not mentioned. This is a good energizer for the mid-afternoon slump!

-----  
**Bob Lucas** B.S., M.A., M.A, CPLP is an internationally-known author and learning and performance professional. He has written and contributed to thirty-one books and compilations. He regularly conducts creative training, train-the-trainer, customer service, interpersonal communication and management and supervisory skills workshops. Bob can be reached at [blucas@robertwlucas.com](mailto:blucas@robertwlucas.com) or through his website [www.robertwlucas.com](http://www.robertwlucas.com). Follow his blog at [www.robertwlucas.com/wordpress](http://www.robertwlucas.com/wordpress) and like him at [www.facebook.com/robertwlucasenterprises](http://www.facebook.com/robertwlucasenterprises)