



Flagging and Tagging Recap Activity

about 45 minutes

Purpose of Activity:

- To summarize and wrap up learning content covered over a multi-day program.
- To reinforce participant learning and recall of material.
- To action plan for use of learning on the job.

Room Set Up and Facility Needs:

- Pods (with groups of 2 or 4 participants to a table) -or- Classroom style (u-shape with 2 participants to a table)

Materials Needed:

- All participants will need their copy of materials from the program including workbooks, slides, toolkits, handouts, learning journals, or other content-related items.
- Set of recap activity slides, if desired
- Post-It Note flag sets, with five colors (see photo of example) — 1 per participant



- Pens — 1 per participant
- Quiet music/music for reflection — about 15 minutes in length
- Participant evaluation, if using — 1 per participant

Recommended Facilitator Preparation:

- If not using recap slides, prepare a trainer-built chart or a slide describing each color of flag (see slide for example).
- Prepare an example of each color of the flags from material to share with participants.

Pework:

- None

Agenda

Trainer	Time	Content
	5 minutes	<p>Set up activity.</p> <ul style="list-style-type: none">▪ Describe the goal of the activity to participants:<ul style="list-style-type: none">» To review all of the content covered over the course of the program.» To action plan for use of learning on the job, including addressing challenges that might get in the way of applying what was covered.▪ Provide each participant with a set of Post-It Note flags.▪ Explain to participants that they will use the flags to mark specific content or learning according to a color key.▪ Using a trainer-built chart or slide, describe the color key (relevance of the colors).<ul style="list-style-type: none">» Orange flag = “Caution” - Something they learned about themselves during the session that they want to be more aware of as a leader/team member/sales associate» Pink flag = “Proud” – Something they discovered about themselves that made them proud or hopeful about their future» Yellow flag = “Concern” – Something that was raised as a concern for future success» Green flag = “Go/Do” – Something they want to put into practice more frequently» Blue flag = “Reinforced” – Something that was reinforced for them during the program▪ Instruct participants to use the colored flags to review their materials, notes and handouts and to tag the following items and write the key word on the flag.<ul style="list-style-type: none">» NOTE: participants may find some challenging; not every flag needs to be used if that is the case.▪ Describe timing and logistics for activity:<ul style="list-style-type: none">» 10 - 15 minutes to review and flag and note in their materials (NOTE: less time needed with less content)» 15 minutes to discuss with a partner» 5 minutes sharing with large group (a few volunteers)▪ Check for any remaining questions.
	10 - 15 minutes	<p>Allow private time to review materials and mark flags.</p> <ul style="list-style-type: none">▪ Play the quiet music, keeping track of time.▪ Tell participants when time has elapsed by half.▪ Stop when time is up or participants have completed all their flags.

Trainer	Time	Content
	15 minutes	<p>Set up and allow time to discuss with a partner.</p> <ul style="list-style-type: none"> ▪ Ask participants to find a partner (or triads if group is large) and discuss the content of their flags. Discussion points can include: <ul style="list-style-type: none"> » What was similar on your flags and your partner’s flags, if anything? » What concerns were raised and how might those be addressed? » Are the actions on your green flag(s) specific enough to guide your implementation?
	10 minutes	<p>Conduct group summary.</p> <ul style="list-style-type: none"> ▪ Ask for volunteer participants to share any of what they flagged as a closing remark the large group. ▪ Collect a few examples in the large group, or, if time or group size allows, have each participant share one green flag statement of “go/do!” with the entire group.
	5 minutes	<p>Close Session</p> <ul style="list-style-type: none"> ▪ Share any final comments, invite the company representatives to do the same, and finally wish everyone well on their learning journey. ▪ Complete evaluations, if available. ▪ Dismiss participants.