Introductory and closing meeting exercises

Introductory exercise or 'ice breakers'

It is good to get to know each other and do some introductory exercises. Examples include:

"Name game"
Decide on a quality name. For example, choose a quality with the same initial as your name: "I'm called *Daring Daisy*, *Strong Sarah*...". Encourage positive names.

"This week I am proud of"
Participants introduce themselves and say one thing they feel proud about having achieved in the present week (if there is nothing else they can think of, praise them for coming to the session). There should be mutual respect, across the group, for each woman's achievement.

At the beginning of each workshop it is good to clarify the day's agenda and the aim of the meeting. Check with participants if there is anything they would like to ask.
Explain that you will be seeking feedback and evaluation from participants, as the session goes along, and also at the end. This is to make sure that, as far as possible, the workshop session meets needs and expectations.

Closing exercises

To close the group, we found it useful to have everyone say something about the session and what they found useful. You can see examples of closing exercises in the resource page. Examples include:

Ask each participant to mention: "One thing I take away today…."

"Today I have..."
Encourage women to say (they can choose one and you can put those options on a flip chart):

- Something I have learnt is...
- Something I have appreciated is...
- Something that surprised me is...
- Something I am going to put into practice in my everyday life is...

You might think of other closing exercises but it is good to always have a round of comments at the end, during which we can check in with each other as well as provide feedback about the group/workshop.