



# Letter to myself 20 min

EVALUATION AND FOLLOW-UP

REFLECT

INDIVIDUAL EXERCISE

## About the exercise

### TARGET AUDIENCE

Any.

### PURPOSE

To enable participants to reflect on what they have gained from the training and to encourage them to implement planned follow-up actions.

### DESCRIPTION

A very simple personal reflection exercise in which participants write a letter to themselves in their mother tongue, which is then scanned and emailed to them 1-3 months after the training.

## Instructions

### RESOURCES

- Sheets of paper and a pen for each participant.



### HOW TO INTRODUCE THE EXERCISE 3 MIN

Explain that participants will now do a reflection exercise in which they think about what they have gained from the training and what they want to do as a result of it.

Hand out sheets of paper and a pen to each participant and explain the following:

- Participants are to write a letter to themselves with all the recommendations and ideas the course has given them for their lives and their work, based on what they have learned.
- Ask them to include three specific follow-up actions they want to implement as a result of their learning. These can be personal or work-related.
- Ask participants to write their email address at the top of the letter. Tell them that you will scan and email the letter to them in (be specific) 1–3 months as a kind reminder to themselves of all the ideas they had and the follow-up actions they would like to implement.

### HOW TO RUN THE EXERCISE 15 MIN

Give participants 15 minutes to write their letters. Encourage them to write the letter in a personal style, 'Dear xxx', and to write in their first language. The letter is for their eyes only, not for the facilitator or management, or others.

### HOW TO CONCLUDE THE EXERCISE 2 MIN

Remind the participants to add their email address at the top of the letter, then gather in the letters. Thank the participants and say you hope they enjoy reading their letters in 1-3 months' time!

### **FOLLOW-UP**

Within the promised timeframe, attach the letter to an email from you thanking them for their participation in the training and expressing hope that they have had the chance to work with all the good ideas they had.

Why not take the opportunity to include an impact evaluation form in the email to find out how participants have used what they have learned in practice? This format can include questions regarding the use of the tools and knowledge acquired during the course and will give the participants the chance to reflect upon how they have put this into practice.

### **Source**

Adapted from the [Human Rights Education Toolbox](#), Danish Institute of Human Rights, (2012).