

Breaking News

Short description	Participants share one key insight or takeaway from the meeting to close the session with reflection and clarity.
Objectives	<ul style="list-style-type: none"> - Encourage participants to reflect on their learning or experience. - Provide closure and a shared sense of completion. - Help the facilitator understand what resonated.
Duration	5–10 minutes
Social form	Plenary (whole group)
Materials and organisation	<ul style="list-style-type: none"> - Comfortable seating arrangement - Optional: online chat or reaction tools
Preparation	<ul style="list-style-type: none"> - Prepare example prompts. - Ensure there is time left for reflection.

Step-by-step description

	<ol style="list-style-type: none"> 1. Explain the purpose: the group ends by sharing what they take away 2. Share the guiding questions with the participants: <i>'What is one thing you are taking away from today's meeting? What is one thing you would like to tell others about today's meeting?'</i> 3. Model a brief example. 4. Invite participants to share (15–20 seconds each). 5. Listen and acknowledge without evaluating. 6. Close by summarizing common themes.
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Variations and differentiation

<ul style="list-style-type: none"> - One-word checkout - Silent reflection (written) - Partner checkout - Future-focused version: 'What action will you take next?'

Practical notes

<ul style="list-style-type: none"> - Keep the pace steady. - Avoid long discussions. - Provide prompt starters if needed. - Ensure a psychologically safe atmosphere.

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