

## Wrapping Up

Facilitation Guide - 60 minutes

### Description

This module is intended to follow the data cleaning Fundamentals and Tools presentations as a final recap of what participants have learned so far. In this module, participants will review the main points covered in the previous presentations and have the chance to solidify their knowledge through practical application with a series of exercises.

### Learning Objectives

Participants will...

- Refresh their knowledge by reviewing key points from the previous presentations
- Complete a series of exercises to practice applying their knowledge

### Materials

Presentation

Pre and Post Assessment

*Optional:* Virtual Question Parking Lot (i.e. Jamboard)

## Facilitator Guide

*Welcome and Getting Started (Slides 1-2) - Introduce yourself and your role. Share the purpose of the session and discuss the Learning Objectives.*

5 Minutes

### Tips & Tricks

- Key Ideas to Highlight
  - This is going to be fun! You'll learn a lot.
  - This presentation includes interactive exercises; make sure the participants have access to a device on which to complete them.
- Resources to Share

- Cover the learning objectives:
- We will:
  - Review major points from the previous presentations

- Practice skills with the incorporated exercises

*Consider – Using a virtual tool like Jamboard to serve as a question parking lot for participants to share questions that come to mind throughout the module.*

*Recap (Slides 3-9) - In this section, we'll cover the important overarching points from the previous modules on data cleaning. We will not be reviewing the controls to clean data in specific tools.*

15 Minutes

Tips & Tricks

- Review the following key points:
  - Data relationships
  - Field types
  - Steps for planning and cleaning data
  - What different tools are capable of

*Final Exercises (Slides 10-16) - In this section, we'll complete a number of practice exercises to apply the knowledge from the previous presentations.*

30 Minutes

Tips & Tricks

- Resources to Share
  - Links necessary for the exercises

- Explain each exercise in the slides, and give participants time to complete it.
- The exercises build on each other.
- Some participants may take longer completing the exercises than others. It may help them to discuss and work together as they go through the exercises.

*Wrap Up (Slides 17-28) - In this section, we'll wrap up the module series.*

10 Minutes

Tips & Tricks

- Resources to Share
  - Slide deck/links to assessments from other presentations

- Give participants a chance to submit feedback.
- Remind them where they can access the post assessments for any of the previous modules if they need.
- **Questions?** - Check to see if your audience has any questions about the presentation. If used, refer back to the virtual question parking lot (i.e. Jamboard) to answer any last questions.
- **Thank you!** – Give yourself a round of applause! Share link to post-assessment for the final Check for Understanding.