

In your groups, read the case study below and discuss the questions.

## Lessons Learned Case Study

**Scenario:** The Afterschool Club for Youth serves a diverse population. They experienced a chaotic closeout last school year due to staff turnover and a lack of clear procedures. Important documents were lost, and key information was not passed on to new staff.

**Solution: What are 3 things you can do to get the desired result?**

- 1.
- 2.
- 3.

**Result:** The program's closeout process was much smoother and more efficient. New staff were well-prepared to take over, and there was no loss of institutional knowledge.

**Discussion Questions:**

- What are 3 things you can do to get the desired result?
  - How did the lack of procedures impact the program?
  - Why is knowledge transfer so important?
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## Collaborative Closeout Case Study

**Scenario:** The Learning Foundations program partnered with several community organizations but struggled to coordinate closeout activities. Communication between the partners was inconsistent which led to confusion and a duplication of efforts.

**Solution:**

**Result:** The collaborative approach streamlined the closeout process and strengthened relationships between partners. The program was also able to leverage the expertise and resources of each partner organization.

**Discussion Questions:**

- Based on the result what is a possible solution?
- What are the benefits of collaboration during closeout?
- How did the closeout committee improve communication?
- How can programs build strong partnerships?