Last Session Plan: Closing a Small Group

Prepare students for the ending, review and celebrate, then plan follow up

Ending well is planned from session 1. Use codes, not names, on shared copies.

Group and last session

Group name and topic _____ Session _____ Date _____ Time and minutes _____

Grades _____ Students _____ Counselor _____ Room or space _____

Getting ready: the countdown

- ☐ Ending date in family letter
- ☐ Two sessions left: told group
- ☐ One session left: reminded
- ☐ Post survey copies ready
- ☐ Teacher rating requested
- ☐ Certificates signed
- ☐ End of group letter ready
- ☐ Absences planned for
- ☐ Check in list started

Session flow

Part	Minutes	What I will do and say	What students will do
Look back	____		
Skills review	____		
Post survey	____		
Closing activity	____		
Goodbye	____		

Closing activity (choose one or two)

- ☐ Compliment circle
- ☐ Toolkit or plan page
- ☐ Letter to future self
- ☐ Strengths web
- ☐ Memory page
- ☐ Certificates
- ☐ Gratitude notes
- ☐ Group timeline

Watch for in the last session

- ☐ Sad, quiet or angry
- ☐ Wants group to go on
- ☐ New concern or disclosure
- ☐ Absent or left early
- ☐ Skill not solid yet
- ☐ Privacy reminder given

After the session

Attendance and post survey (codes) _____

Students to follow up with _____

Family and teacher follow up _____

Follow up dates on my calendar _____

What I noticed (skills, not clinical detail) _____

Change for next time _____

Notes: who asked to keep coming, and what I offered

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Prepare students for the ending, review and celebrate, then plan follow up

FILLED EXAMPLE · fictional school, group, students and dates

Group and last session

Group name and topic	Session	Date	Time and minutes
Calm and Brave (worry group)	8 of 8	12/02/2027	10:40 to 11:10, 30 min

Grades	Students	Counselor	Room or space
3 and 4	5	J. Rivera	Counseling office, small table

Getting ready: the countdown

- [x] Ending date in family letter
- [x] Post survey copies ready
- [x] End of group letter ready
- [x] Two sessions left: told group
- [x] Teacher rating requested
- [ ] Absences planned for
- [x] One session left: reminded
- [x] Certificates signed
- [x] Check in list started

Session flow

Part	Minutes	What I will do and say	What students will do
Look back	5	Timeline of our 8 sessions on the table. Which session do you remember most?	Each picks one session card and says one thing they learned.
Skills review	6	Quick review: body clues, calm tools, fact or guess, brave talk, control, ladder.	Show one calm tool, then fill the toolkit: body, mind, help.
Post survey	6	Same survey as session 1, read aloud. There are no wrong answers.	Answer the 8 items on their own before the celebration.
Closing activity	8	Compliment circle: one brave thing you saw in the person on your left.	Give and receive one specific compliment; write a plan for a big worry.
Goodbye	5	Certificates, one brave thing I saw in each of you. My door stays open.	Name their adult at school and how to ask for a visit.

Closing activity (choose one or two)

- [x] Compliment circle
- [x] Toolkit or plan page
- [ ] Letter to future self
- [ ] Strengths web
- [ ] Memory page
- [x] Certificates
- [ ] Gratitude notes
- [x] Group timeline

Watch for in the last session

- [ ] Sad, quiet or angry
- [ ] Absent or left early
- [x] Wants group to go on
- [x] Skill not solid yet
- [ ] New concern or disclosure
- [x] Privacy reminder given

After the session

Attendance and post survey (codes)	Students to follow up with
All 5 present; post survey given to all 5	MH-14 (6 of 8), MH-22 (help item down)
Family and teacher follow up	**Follow up dates on my calendar**
End of group letters 12/02; teacher ratings by 12/09	Check ins 12/14, 12/16; booster 01/13
What I noticed (skills, not clinical detail)	**Change for next time**
MH-07 coached MH-11 through balloon breaths	Split the brave ladder over two sessions

Notes: who asked to keep coming, and what I offered

MH-19 asked if group could keep going: offered the 01/13 booster and a visit pass.

All five know how to ask for a visit: the request box outside my office.

A planning tool for ending a counseling group, not a clinical record. Use codes, not names, on shared copies.

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Group Closing Summary and Follow Up Log

One line per student, the group's results, and the follow up you promised

The group

Group name and topic

Grades

First and last session

Counselor

Each student: results, what they keep, and the next step

Student code	Sessions attended	Pre	Post	Tool or skill they kept	Adult they named	Next step	Follow up 1	Follow up 2	Family told

Next step codes: N none needed · C check ins · I individual counseling · G another group · T teacher or team plan · R outside referral

Group results

Attendance (of possible)

Average pre and post

Teacher rating before and after

School data (attendance, nurse, discipline)

Students who did not finish, and why

Before you close the file

- ☐ Post surveys scored
- ☐ Certificates given
- ☐ Notes filed per policy
- ☐ Teacher ratings in
- ☐ Follow ups on calendar
- ☐ Results shared (no names)
- ☐ End of group letters sent
- ☐ Booster session set
- ☐ Next group planned

What to keep and what to change next time

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