

Checklist: preparing your small-medium group session

Question	Yes	Not yet	N/A	Action planning
Do I know how many small-medium group sessions I will be running with this class?				
Do I know whether I'll be taking all of the class in separate repeated sessions, or whether other colleagues will be running parallel small-medium group sessions alongside mine?				
Do I know whether the small-medium group sessions will be tutorials (in other words led by me) or seminars/workshops (where I'll might get students to prepare and lead elements sometimes), labs/practicals or a mixture of both?				
Do I know whether I will be running associated lectures with the students, or whether the lectures will be given by other colleagues? Or whether small-medium group sessions are the primary teaching activity?				
Have I worked out the intended learning outcomes for these students, in language I can share with the students/				
Do I know where these small-medium group sessions fit in to the overall programme or module my students are studying?				
Do I know whether I'll be using the same teaching room for all of these sessions with these students?				
Have I prepared task-briefings for work students will do before the sessions?				
Have I prepared task-briefings for a range of possible tasks students could do during the sessions/				
Have I prepared handout materials, slides or overheads to accompany these sessions?				
Have I put them on BlackBoard in advance of the lecture at a time agreed between the students and me?				
Do I know whether any equipment I may need in these sessions is available in the rooms concerned?				