

Review checklist: after running a small-medium group session

Question	Very well	Quite well	Not well	Action planning
Did I introduce and explain the intended learning outcomes clearly to the students?				
Did the session work well in terms of these outcomes – did most of the students achieve the outcomes?				
Did the activities I planned for the students work out well in practice?				
Did I manage to involve <i>all</i> of the students in doing things during the session?				
For seminar/workshop type sessions, did I manage to let students themselves play a full part in delivering their contributions?				
Did I succeed in getting the students to work together in different combinations, so that they made the most collaborative working?				
Did I manage not to intervene too readily if the session 'got stuck' temporarily?				
How well was I able to use the small-group session to address questions and problems raised by individual students?				
Did I bring the session to a rounded and punctual close?				
Did every student have an equal opportunity to participate in the session?				
What was the best thing about this particular small-medium group session?				
What was the least satisfactory thing about this particular small-medium group session?				
What is the single most-important thing I will do differently next time I run a similar session?				