

Facilitator Reflection and Learning

Name:

Location/Title of event:

Date:

Try to write down some notes about how the session went as soon as possible after the event, while the thoughts are fresh in your mind. Include what went well as well as things you would like to improve.

<p><b>Summary of the session:</b></p> <p><b>Things you might consider:</b> What cases were discussed? How many attended? What was the range of experience in the group? What was your aim? Did you achieve your aim? Were the ground rules observed – if not, what happened? Did the logistics work – if not, what went wrong? Did you keep to time – if not, what did you learn? Did you maintain a supportive atmosphere? Was the discussion focussed and energy maintained? What were the key issues that arose?</p>	
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<p><b>Reflections on session</b> (analysis of what happened):</p> <p><b>Things you might consider:</b> What did you do well? What areas could have been improved? How could you have changed your questioning technique? What strategies did you use that you had learnt from the course or previous experience? How did you deal with issues that arose? What strategies could you have used to deal with those issues? What was the impact on individuals and on the group as a whole? What might be the impact on patient care? How did you feel during the session? How did the group enjoy the session? Did you feel you prepared appropriately?</p>	
<p><b>Further development</b> (what next)?</p> <p><b>Things you might consider:</b> What strategies might you use in future? Would you prepare differently in future? What further learning would help you? What further support will you look for? Are any new opportunities opening up for you? How do you feel following this reflection?</p>	