

Activity 4.1: Guidelines for effective feedback and review sessions

Materials needed

Video player and video cued for the role-play between 'Sal' and her tutor.

Handout 4.1: 'Sal – a pen picture'

Use of video



Use for **activity**.

Feedback – how not to do it: use for Activity 4.1.

Instructions

1. Ask participants to put themselves into new groups of three.
2. Introduce the pen picture of Sal either verbally or by giving out Handout 4.1.
3. Play the video and invite participants to list everything not done as they would wish.
4. Invite groups to share items from their list. Take no more than three items at a time from each group, and go round the groups until all contributions have been taken. List each comment on a flip chart.
5. Display the flip chart list where everyone can see it.
6. Ask participants to work in their small groups to compile a set of guidelines on running an effective and helpful feedback and review session.
7. Invite groups to share items from their list in the same way as before. Note what is said on the flip chart.

Please note: After the session, write up the guidelines and send a copy to each participant as an aide-memoire for use when they are preparing and conducting feedback and review sessions for real.

Self-study suggestions: activity 4.1

1. Watch the role-play on the video (*Feedback – how not to do it*).
2. Make a list of everything that was not done as you would wish.
3. Turn this list of negatives into a positive set of guidelines for running a feedback and review session.
4. Turn this list into an aide-memoire for you to use each time you prepare for and run a feedback and review session.