

**Guidance notes
for facilitators of
group sessions**

1. Share and discuss the objectives of the session with participants and, if appropriate, give them copies of the participants' guidance notes.
 2. Divide participants into small groups at individual tables.
 3. Nominate someone in each group to provide feedback to all participants in due course.
 4. Place an initial assessment wheel hub in the centre of each group.
 5. Give a pack of response cards (together with some blank ones) and some individual recording sheets to each group.
 6. Ask each group to reflect on and discuss the questions on the wheel hub.
 7. A suggested answer sheet is available to support facilitators.
 8. After discussion, groups should select the appropriate response cards to place against the questions to form the spokes of the wheel – some responses may fit in more than one place.
 9. Groups should record any additional responses they wish on the blank cards and place these in a relevant position on the wheel.
 10. Suggest that participants record their findings on their record sheets, adapting the record sheets if required.
 11. Finally ask each group to draw up on a flipchart priorities for action, individually or in their team, and share their group findings with all participants.
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Variations

12. Ask groups to discuss and identify, on a flipchart, ways in which this Continuing professional development activity can be developed most effectively for use by individuals.
 13. Ask them to record their findings on a flipchart and share their group ideas with all participants.
 14. Ask them to devise additional guidance notes to support individual use.
 15. Consider ways in which the wheel can be used, either as a template for other Continuing professional development activities or in learning sessions.
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