## Session Details and Planning:

This is to be used when preparing for an observation. The form is for use of the colleagues involved only and does not need to be submitted or shared with anyone else.

|  |  |
| --- | --- |
| Colleague being observed |  |
| Colleague observing |  |
| Date and time of session |  |
| Venue |  |
| Number and level of students |  |
| Course Title |  |
| Module Title |  |
| Title of session |  |
| Type of session (i.e. lecture) |  |
| Aims/planned learning outcomes |  |
| Learning Materials? |  |
| How does the session fit in with the module/course? |  |
| Are there any specific issues to take into account? |  |
| What are the particular elements that feedback is required on? |  |
| Should feedback be provided on any aspect of the session or restricted only to the agreed elements above? |  |
| Date and time of feedback and reflection discussion? |  |

## Session Observation:

This is to be used by the observer as a guide to assist the taking of notes during the observation and conducting the discussion and reflection after the observation. Refer to the guidance in the Peer Review and Enhancement Handbook which also provide detail to support the observation activity.

What feedback has the observed individual specifically asked for:

What were the positive elements in the session?

What could be improved or developed?

This form is intended to facilitate the observation and is private to the observed individual. Outcomes of the observation should be shared with the line manager at appraisal but the form does not need to be shared.

*To be completed after the observation*

Notes of the joint reflection of the observed individual and the observed:

Suggested action points:

*Action points may for the observed individual or the observer. Both colleagues should reflect on their experience of the session and consider what they may wish to do as a consequence of that reflection.*