

How to use this activity

- 1.** Divide the group into two or threes and hand out the **Improve reviewing** cards.
- 2.** On the cards there are a number of statements about your skills. Participants are asked to assess whether they use them Always, Usually, Sometimes or Never.
- 3.** Each participant should have a chance to complete this card sort activity, with the help of their colleagues in the small group.
- 4.** Close this session with a whole group discussion in which all participants share two priorities in developing their own skills.

Please fill in this record sheet once the activity has been completed.	Always	Usually	Sometimes	Never
I think about how I can get better at what I do	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I know when to use open-ended questions during an interview	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I avoid asking more than one question at a time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I give learners time to think through their answers to my questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I base the feedback I give on specific examples of what the learner has done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I realise when it is right to challenge the learner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I ask for feedback on my own performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am flexible about choosing the right time for the next interview	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am clear about the limits of confidentiality - and explain this to learners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I feel confident about working one-to-one	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Always	Usually	Sometimes	Never
I keep the right people informed about individuals' action plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I encourage learners to find new ways of learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The targets I agree with learners are 'SMART'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I try to find out why individuals have problems with attendance and punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I help learners to use simple and clear language in their targets and plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>