

## Small-Group Tutor Self-Assessment Tool

After a small group meeting, take, a few minutes to think about your teaching.

<b>Did I:</b>	<b>Yes</b>	<b>No</b>	<b>Not Sure</b>	<b>N/A</b>
1. Make the participants feel welcome?				
2. Encourage participation by asking the class for information or opinions and making sure everyone had a turn to speak?				
3. Explain and clarify by giving examples to make something more understandable or by repeating something in a different way to make it clearer?				
4. Summarize (sum up what -has happened or state the main points at the end of an exercise)?				
5. Give direction by outlining task step, making helpful suggestions, focus-the group on an activity or task and make sure that it did not move away from the topic?				
6. Check, that everyone, especially quiet participants agreed with group decisions?				
7. Encourage participation by treating everyone in a responsive and respectful way?				
8. Use techniques to work with the different learning styles of participants?				
9. Use a variety of techniques and methods to facilitate learning in the group?				
10. Share leadership & responsibility with learners?				
11. Maintain an environment that led to success and was good for risk taking?				
12. Help people in conflict to understand each other's viewpoints and use the group's ground rules to resolve conflict or tension?				

Ask Yourself:  
 Which techniques and methods did I use?  
 Were they effective? How do I know?  
 What do I want to try doing differently?  
 What do I want to continue doing?



Source: "When Two or More are Gathered: Tutoring in Small Groups" By Jane M. Hugo & Tom Mueller Laubach Literacy Action, Laubach Biennial Conference, Orlando, FL June 10, 2000