

**Place, facilitator, sketch of layout of room, position of facilitator etc.**

**Number of participants, who else present**

**Session plan obvious (or seen)**

**Content of session**

<b>SESSION</b>	
Task or aim of the session and clarity of same	
Verbal explanation	
Visual explanation	
Equipment	
<b>Facilitator</b>	
Democratic or directive, how assertive in managing group, examples	
Inclusive/exclusive	
Praises/criticises individuals	
Praises/criticises group	
Encouraging/invites participation	
Formal/informal	
Encourages development of specific skills	
<b>Participants</b>	
All contribute to activity	
Listen/respect leader	
Listen to /respect or enjoy contributions of others in the group	
One or more participants dominate	
Instances of positive interaction e.g. praise, thank etc.	
Instances of negative interactions	
One or more question activity they are asked to do, reasons	
One of more ask for clarification	
One or more seek help and from whom	
<b>Group</b>	
Arguments/disagreements	
Level of focus/effort	
Level of excitement	
Level of enjoyment e.g. laughter	
Level of achievement/pride	
<b>Practical</b>	
Adaptations for specific difficulties e.g. hearing, vision, mobility, arthritis	
<b>Content</b>	
Time spent making music	

Time spent in teacher talk	
Time spent participant discussion – on task	
Time spent in general socializing	