



Introduction

Building blocks provide sample REfLECT session structures. See the example Session Frameworks for ideas on how to integrate the different elements within one session. This building block can be used in conjunction with:

- 1.0 About the learners;
- 2.0 Aims and objectives;
- 3.0 Session framework;
- 4.0 Associated building blocks;
- 5.0 Tipsheets; **Logging into the IFL website, Home pad**
- 6.0 Scenarios;

Time	4.0 Connection Activity:	4.1 Colleague Activity:
00:00	Introduction to the session and REfLECT	Active listening
00:05	Show the REfLECT interface and introduce the home pad explaining what all the options mean. Go through the four function buttons on the home screen (create new, view, my tools, upload file).	Active listening
00:10	Select view, my assets to show the asset store and discuss how assets are stored (chronologically) and displayed (in list format) and also look at <i>received</i> assets and describe the difference.	Active listening
00:15	Select create new, activity . Working through the activity record, demonstrate the different elements within the pad. (the toolbar; how to access the help section;	Active listening / participating in a discussion around the applicability of the activity record (the use of examples here is vital as colleagues find it hard to

<p>00.25</p> <p>00.30</p>	<p>the navigation method between the steps; how to enter text in the different sections and how to view the completed asset) and show where it is placed within the asset store</p> <p>Select <i>upload file, single file</i>. Demonstrate how to upload a single file. Upload a file and again show where it is placed within the asset store. Return to the home screen.</p> <p>Feedback and end of session</p>	<p>visualise what types of activity are appropriate to record within REfLECT).</p> <p>Active listening</p> <p>Participation in a question and answer session</p> <p>Questions that may need to be addressed are:</p> <p>Initial thoughts on how colleagues see the usefulness of REfLECT to record their CPD.</p> <p>An idea shower on what content/activities could be placed within REfLECT for both CPD purposes.</p> <p>The amount of hours members are required to record.</p> <p>Top Tip!</p> <p>In this session, also show the IfL website, with all its information relating to CPD. Direct colleagues to the CPD guidelines which give examples of CPD activity.</p>
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