

## Aims and Objectives

### 2.0 Session Title

REFLECT

### 2.1 Aim(s) What are the aims of these sessions? - written from the Connection's perspective.

These sessions will introduce REFLECT and the specific functions within it. It will give an overview of how REFLECT can be used to record CPD activity. These sessions have to show how the recording of CPD activity within REFLECT can be integrated into colleagues existing practice.

### 2.2 Content Outcomes What knowledge will be developed through these sessions? Colleagues should:

Be able to understand the broad structure and interface of REFLECT;

Be able to identify opportunities to utilise REFLECT within both academic and vocational circumstances;

Be able to locate all support materials available to the colleague regarding CPD and REFLECT.

### 2.3 Skills Outcomes What skills will be developed through these sessions?

Skills developed through this system will be both technical (REFLECT) and analytical (CPD);

Develop knowledge of REFLECT through the process of locating, launching and logging on to REFLECT via the IfL website;

Develop knowledge of REFLECT through creating, uploading and sharing assets.

### 2.4 Resources What resources will be required to support this session?

Each colleague needs to bring their IfL membership number and password to the session;

An internet networked computer, with Flash 8 (minimum) installed and linked to a projector;

An internet networked computer, with Flash 8 (minimum) installed for each participant;

Glossary Sheet, relevant session building blocks, scenarios and tip sheets;

Completed end resources to illustrate the full process

*more...*

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**2.5 Knowledge consolidation activities** What knowledge consolidation activities are used?

A Question and Answer activity at the end of the session would compound colleagues' knowledge and understanding to give a starting point for the next session.

**2.6 Planning for feedback** How will feedback be provided to colleagues?

Verbal feedback will be provided to colleagues both during and at the conclusion of the session.

**2.7 Planning for evaluation** How will feedback be gathered from colleagues?

Evaluative feedback will be gathered from the colleagues after the session, possibly with an institutional evaluation form.