

Delaware



Department
of Education

Facilitating a Learning Team Meeting

Name _____ Date _____

Chapter _____

This document serves to verify that you completed the requirement for facilitating a session for Assessment For Learning. You should copy it and provide one copy to the lead mentor in charge of the cycle and keep one copy in your pad folio under the cycle three heading. You should refer to and reference pages in the Learning Team Facilitator Handbook. Attach a copy of the chapter sheet from the handbook.

I notified the participants that they should do the following activities.

In order to assure that all participants share their knowledge of the chapter, I will

I am in charge of collecting the work from this session. I must see that _____ receives the work by _____. This includes the attendance roster.

In reviewing my chapter I noted that I need the following resources:

I can secure these from _____ and should do so by _____.