

How to Lead a Small Group Activity: Checklist

1. Come to the classroom prepared.
 - Understand the specific task to be done.
 - Arrive on time.
 - Collect and organize needed materials.
 - Know where to meet and work with the students.
 - Bring energy and a calm demeanor to leading the group.
2. Seat yourself strategically within the group.
 - Sit in the best position for control and positive interaction.
 - Avoid sitting at the "head" of the table.
3. Establish yourself as leader of the group.
 - Model and share your expectations.
 - Explain your signals for student participation.
 - Give students clear directions.
 - Use "wait time" and open ended questions.
4. Keep students focused during activities.
 - Confirm student understanding of the task after 5 minutes.
 - Check student progress throughout the work period.
 - Modify work to match student abilities.
 - Keep track of students leaving your group (rest room, etc.).
 - Praise quality work; encourage personal best.
 - Plan a movement or refocusing activity if the group is restless.

5. End the activity on time and in control.

- Stop 5 minutes before the end of the activity to begin clean up.
- Direct students in the way you want clean up handled.
- Create an expectation of students leaving the group quietly.
- Monitor student behavior as they leave the group.

6. Complete adult clean-up.

- Put all materials away.
- Wipe down tables and clean floor areas if needed.
- Check student work and turn in to teacher.
- Fill out the teacher's evaluation form for small groups.

7. Prepare for your next session before leaving.

- Look over the next task.
- Gather special materials and stow for next time.