

## How to Lead a Small Group Activity: A 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 (restroom, 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.