

How to be well prepared for doing the Reflective Portfolio Assignment

1. Do the learning cards that you were sent after each workshop *as soon as you receive them* (they are designed to only take 5-10 minutes of your time);
2. Use the SEFCE Teaching Log to record all the teaching that you do;
3. Get your students/trainees to complete evaluation forms at the end of your teaching sessions (standard forms, traffic light evaluations or 1 minute papers);
4. Have your teaching observation and feedback session with one of the Clinical Educator Programme tutors BEFORE you start writing up your portfolio.