

## Framework for Critical Friends Interaction

Schedule 30 minutes for each of your critical friend team interactions. Record your session on the attached form.

### You will have to schedule two sessions:

- 1) When your team presents your work/plans to your peers
- 2) When your team listens to and provides feedback to another group presenting their plans

The role of the critical friend team is to provide constructive feedback to help the presenting team to improve or enhance the work they have done or planned.

### Critical friends work to a strict brief:

- 1) Listen without commenting
- 2) Provide specific feedback on identified/requested issues

### Suggested timetable:

Activity	Duration	Purpose	Notes
Introduction	2 minutes	Introduce the presenting team Identify type of feedback wanted	
Proposal Description	5 minutes	Listeners gain clear understanding of what is planned	Presentation of work in progress
Clarifying Questions	3 minutes	Listeners ask any additional questions needed to help them formulate feedback	No discussion of the presentation is allowed, only questions which are designed to help the friends provide feedback
Feedback	10-15 minutes	Work through each requested item	Positive points; questions; uncertainties; gaps;
Reflection	3 minutes	Respond to feedback	Possible changes, understanding gained

Suggested roles across the critical friends questioning team:- participants can take more than one role, but one person **must** take each role as their primary task during the meeting.

<b>Convenor</b>	Leads the friend's team, handles protocols; moves through business; checks for further questions
<b>Timekeeper</b>	Ensures necessary time is allocated to each part of the process
<b>Moderator</b>	Ensures the friends team adheres to the required practice e.g. listening, questioning, only providing requested feedback
<b>Questioner(s)</b>	Asks questions

### Before the meeting:

#### Presenting team

- Review your progress to date
- Work out how you will make the presentation
- Agree areas that you wish to ask for feedback

Areas for feedback might include:

- How well have you addressed the brief (scope and audience)
- How can you successfully meet the requirements/deadlines

#### Critical friends questioning team:

- Allocate team roles
- Familiarise yourself with the presenting team's brief.
- Explore or consider areas of likely questions
- Agree a protocol for the exercise

### How you can gain marks from this activity:

- Constructive feedback can help your team produce a higher quality resource.
- You are expected to include some account of your experience of this process (as presenting team and critical friend questioning team) in your personal reflection

## INFO2009: Record of Critical Friend Team Review

Take brief notes during and immediately after the critical friend review

Please scan or photograph this form and include it in your submission as part of your reflective analysis

Your Name:

Your team number and team name:

Date of review:

Location:

Presenting Team details	Number:	Name:
Resource title		
Resource type		
Target audience		

### Areas of requested feedback:

### Notes: