

<b>Leadership Skill Checklist</b>	<b>Confident</b>	
	<b>Yes</b>	<b>No</b>
Communicating effectively through emails		
Being punctual		
Letting the team know that you cannot make a session so they can provide cover		
Laying out the equipment you need for your group		
Being proactive and calling on a group of students to work with you		
Communicating what the task is and how to do it		
Checking the quality of the work that has been done		
Providing feedback on the work that has been done with tips on how to improve the quality of the work being done if necessary		
Communicating the science behind the task or wider information		
Tidying everything away at the end		
Working with a group of students who are older or younger than you		
<b><i>Other skills you'd like to develop</i></b>		
<b><i>Any comments</i></b>		