

How to...have a good session

Like any good book, it has a beginning, middle and an end!

1. Gain rapport
2. Discuss the session - expected length and who involved
3. Introduce the task - what are you doing and why?
4. Check that the person understands (maybe do some practice items)
5. Do the task (assessment or therapy)
6. Give the appropriate feedback during the task - this will differ depending on whether you are doing assessment or therapy
7. Be aware of whether they are tiring, becoming bored, distressed etc. Discuss this if necessary and renegotiate
8. End the task (make this very explicit)
9. Sum up the session (how has the session gone, what has been achieved, what are their views/feelings?)
10. Agree a plan for the future

SESSION PLANS

Each session needs a plan (see [How to...write a session plan](#))

What do you intend to achieve in the session? How? What will you do if the person finds the task too easy/too difficult?

Plan but maintain flexibility

TIME

- It is important to all of us; all of our time is valuable
- Try wherever possible to start and end your sessions at the agreed time
- Minimise disturbance (e.g., do not disturb signs, divert phone)
- It is their time with you; it is precious!