GROUP PROCESS RECORDING OUTLINE

This should include:

1. Name of worker.

2. Type of group, agency setting, and group purpose.

3. Session number

4. Names of members: present names of members absent (disguise names).

5. Pre-engagement preparation.

6. Central theme(s) of meeting.

7. Narrative of meeting:
   a) Write the story of what happened with yourself as an individual action along with the group member.
   b) Include some verbatim dialogue if you are certain you are accurate; otherwise summarize. Weave your own thinking, feeling, and actions in your narrative.
   c) Include how the session started and ended.
   d) Leave a right hand margin. For each series of interactions identify theme in margin that the group is addressing (Latent and manifest).

8. Impressions.

10. Questions regarding your modes of participation at this Meeting.

(Taken from: Urania Glassman MSW & Len Kates DSW (1988) Strategies for Group Work Field Instruction, Social Work with Groups.)
Process Recording for Group

Name of Group:

Members Present:

Members Absent:

Preparation:

Leader Goals going into the group:

Seating:

<table>
<thead>
<tr>
<th>Verbatim Exchange</th>
<th>Feelings/Reactions</th>
<th>Observations/Analysis</th>
<th>Supervisor Comments</th>
</tr>
</thead>
</table>

Impressions:

Subgroups

Plans for next session:

Questions: