



ACTION LEARNING SET GUIDE

Arriving Round:

- What has been going on for you since we last met?
- If you presented the last time, what action did you take, and any impact?
- Anything that is preoccupying you that you want to leave outside?

Bidding:

- Members: "If I were to present today, I would present on...", and whether they would like to present
- Group agrees who will present, and who will present first
- Facilitator to ensure that it is not same presenters at each meeting

Presenting:

- Facilitator encourages the presenter to speak for as long as they want
- People listen without interruption
- Allow silence as valuable reflection time for presenter

Questions:

- Clarifying questions first, followed by open questions
- Facilitator focused on presenter; are they comfortable, is it covering the areas they want, is it helping the presenter to formulate actions?
- Facilitator to manage timekeeping

Action:

- The presenter identifies action steps
- The Facilitator may record them on the paper/ on screen if helpful

Reflections:

- Facilitator and each set member offer reflections to the presenter – could include feedback, encouragement, things I noticed, and a comment on their own learning
- Presenter listens to each person and speaks last
- Facilitator invites presenter to reflect on the experience and/or what they are taking away

Process Review:

- The group reviews how they have worked together (not necessarily at every session)

Examples of Open Ended Questions

- What could you do differently?
- If you could only change one thing, what would it be?
- What will this look like?
- Where else might you look for allies?
- What are the challenges to stop you doing this ?
- Who else would be most excited by this possibility?
- What are you trying to achieve?
- What can you do about it?
- How does the situation affect you?
- How could you solve this problem?
- What's the best possible outcome?
- What's the worst thing that might happen?
- What could you start to do differently?
- How important is this to you?
- Who could help?
- What action are you going to take?