

Action Learning Checklist

Start by planning the time you have available. Decide how much time each participant can take remembering an absolute minimum of 20 minutes per person is required, with about 45 minutes being ideal.

Stick to this allocation of timing.

A good start is each person checks in **very** briefly with the group and identifies the issue that they are bringing to the learning set.

The first person takes the "chair" for their time and explores the issue they are facing themselves, talks about successes and the challenges they face, what they have tried so far and any thoughts about potential alternatives.

The others listen and after a short time (5mins) might start to ask questions which stretch and expand the persons thinking about the issue and the way they are handling or viewing it.

What you are trying to do is really get them to think about action they might be resisting or not prone to consider. Also look for contradictions in their intentions and actions, we often find we are doing something that goes against our intentions.

Using the 3 level questioning technique may be of help to you.

While they are doing this you might feel inclined towards offering advice. Resist this as it generally does not help. If you feel compelled to do this then you might do it after the learning set. However it is appropriate to give the person feedback on how you see them behaving and the effect this has on others around them.

When someone is asking questions allow him or her to follow up the question and take the issue somewhere, before you come in with your own questions.

Finally, before closing, get them to commit to some actions they will take on the issue (and record those actions for the next meeting). Then move onto the next person and repeat the process.