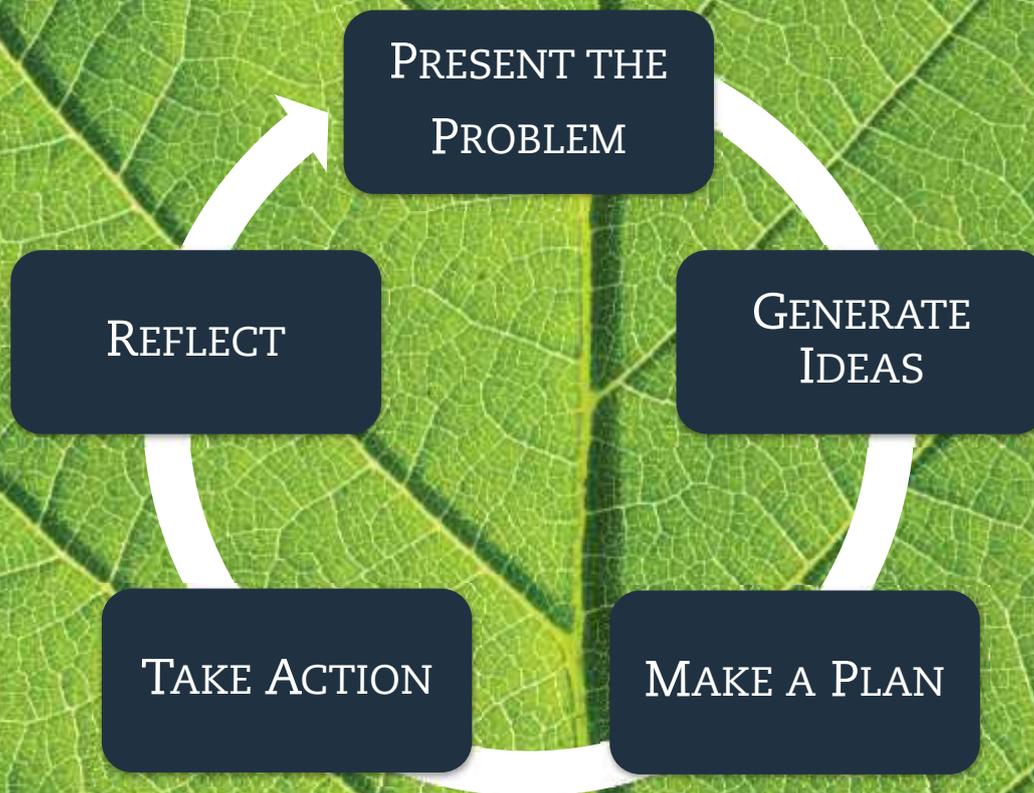


ACTION LEARNING TOOL



The purpose of this tool is to help you and your workplace colleagues to apply new learning in your day-to-day work.



Organisation Development Institute
Developing people, leading organisations

GETTING STARTED

CONFIRM YOUR ACTION LEARNING GROUP AND YOUR WORK.

Who am I working and learning with in the Action Learning Group? What is the day-to-day work we share?

PRESENT THE PROBLEM

PRESENT YOUR PROBLEM, ISSUE OR CHALLENGE TO YOUR WORKPLACE COLLEAGUES.

What aspect of my work do I want to improve?

GENERATE IDEAS

TOGETHER, CONSIDER OPTIONS FOR ACTION.

What new behaviours or skills can I call on to make this improvement? Which will work out best?

MAKE A PLAN

PLAN TO TAKE SOME PERSONAL ACTION. MAKE YOUR PLAN SMART:

Specific – define it carefully with no unclear language.

Measurable – how will you track progress and measure the outcome?

Achievable – is it reasonable enough to be accomplished?

Relevant – is it meaningful for your work situation and the goals of your organisation?

Time-bound – when do you expect to have implemented your plan?

What is the specific action I am going to take at work?

How will I know that what I've done has caused a successful outcome?

What barriers or challenges, if any, do I anticipate?

What steps will I take to overcome them?

What suggestions do my colleagues have that improve my plan?

TAKE ACTION

PUT YOUR OWN PLAN INTO ACTION.

Carry out the activity, taking care to use the specific new behaviours or skills as you have planned. Take it slowly and consciously work to follow your plan.



REFLECT

TOGETHER, REFLECT ON THE APPLICATION OF YOUR NEW BEHAVIOURS OR SKILLS.

Talk this over with your colleagues. Here are some questions to help you:

What actually happened?

What were the outcomes?

What barriers or challenges did I face?

How did I overcome them?

What went well?

What didn't go so well?

What will I do next time to improve my performance?

What will I not do next time?

What conclusions can I draw?

NOW WHAT?

THINK ABOUT WHAT YOU'LL DO NEXT.

Now that you've completed a full cycle of the Action Learning Tool, either:

- use another workplace activity to PLAN another application of the same behaviours or skills, or

- use the Action Learning Tool to work with colleagues to assist with another problem, issue or challenge.

