ACTION LEARNING SETS

Action learning sets follow a set process to explore problems and successes, hear different perspectives and share useful resources. Each time the action learning set meets it follows the same three-stage process supported by a facilitator:

1. **Presenter round**
   
   - The facilitator invites a participant to talk for up to three minutes about a challenge or goal.
   - The other participants act as supporters – they listen and show interest, but do not interrupt or speak!

2. **Open questioning round**
   
   - The facilitator invites each supporter to ask the presenter one enquiring question each to help clarify their thinking.
   - The enquiring questions should be open and non-judgemental. Please find a list of useful questions below.
   - The presenter briefly responds to each question.

3. **Reflection and action plans round**
   
   - The facilitator invites each supporter to make an offer of help or resources. These can include ideas, materials, and useful contacts. Please find a list of examples below.
   - There is no discussion about the offers made. The presenter listens and makes notes.
   - The facilitator ensures that all presenters have time and space to list actions they will take. The actions must be captured for review at the next meeting.

This three-stage process is based on a short video produced by Leicestershire textiles Hub available: [https://www.youtube.com/watch?v=tNULgG4T7RQ](https://www.youtube.com/watch?v=tNULgG4T7RQ)
Examples of enquiring questions

<table>
<thead>
<tr>
<th>Open question words</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>What…?</td>
<td>What do you need to do next?</td>
</tr>
<tr>
<td>How…?</td>
<td>How might you change the approach next time?</td>
</tr>
<tr>
<td>When…?</td>
<td>When do you want to try this by?</td>
</tr>
<tr>
<td>Why…?</td>
<td>Why are you drawn to this approach?</td>
</tr>
<tr>
<td>Who…?</td>
<td>Who else could you talk to about this?</td>
</tr>
<tr>
<td>What if…?</td>
<td>What if learners respond in different ways?</td>
</tr>
</tbody>
</table>

Do not offer:
- Judgements (even positive ones!)
- Advice (either explicitly or disguised as a question e.g. why don’t you…?)
- Solutions

Examples of offers of help or resources

- A person within the organisation to talk to
- A person outside the organisation to talk to
- A resource or repository of resources
- An article or book
- A scheme of work or lesson plan
- A video
- A course or programme
- A chat outside the action learning set
- A strategy or theory
- An idea