

Action Learning Sets

3–4 hours



GOAL

What do you want?

REALITY

What is happening now?

OPTIONS

What could you do?

WILL

What will you do?

A supportive environment for enabling small groups to meet regularly to discuss, reflect and find solutions to work-related issues or to develop skills in a common area of interest. This tool is especially geared to learning and personal development.

NHS

Action Learning Sets

Tips:

- Organise a series of regular action learning sets at a time and place where everyone can attend.
- Come to the set with a real-life issue that you want to solve.
- Appoint a facilitator from within the group.
- Adopt active, attentive listening.
- Create a supportive confidential environment.
- Focus on questioning to help an individual understand the issue and identify the action they will take forward.
- Use open questions – avoid closed, leading and multiple questions.

Re-used and adapted with permission from
Jo Walley Coaching

Structure for “open” Learning Sets

Report In. Be open and honest about feelings, pre-occupations and provide an update on key actions taken since the previous set.

Bidding. Individuals take turns to present their current issue and indicate level of need.

Presentation. The presenter outlines their issue or challenge

Questions and Actions. The group ask questions in turn to help the presenter come to a deeper understanding to review options and decide on actions.

Optional “Gift” Round. The presenter may request each person to express their personal opinion, comment or advice. There is no discussion.

Learning and Review. In turn share learning from the round and then review the action learning set process.