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**Managing an Action Learning Programme Checklist**

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| Appoint a programme lead |  |
| Define the purpose of the Programme (aims and objectives) |  |
| Formulate a programme team (champions / facilitators) |  |
| Identify the stakeholders (sponsors, facilitators, set members) |  |
| Identify the style and approach of action learning (methodology to be adopted) |  |
| Develop a project plan |  |
| Prepare a Gannt Chart (Timelines) |  |
| Set up a communications portal |  |
| Provide facilitator training |  |
| Organise set meetings in advance |  |
| Promote the programme |  |
| Select the set members |  |
| Send out joining instructions |  |
| Remind set members of forthcoming set meeting |  |
| Evaluate the programme |  |
| Share the results of the evaluation |  |
| Hold a programme review meeting |  |