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**Facilitator checklist**

**Use this check list to help act as a prompt when facilitating an action learning set.**

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| Have you brought post -its and pens to the meeting |  |
| Have the ground rules been set and are they agreed by all |  |
| All action learning set members understand the process - If using the post-it method – see link |  |
| Have set members been asked to prepare see “pre planning for action learning” |  |
| Allow set members to feedback actions from the last meeting |  |
| Ask who has a challenge to present |  |
| Divide the time you have between the challenges allowing time for a comfort break and time for summing up at the end |  |
| Follow the process for each presenter |  |
| At the end of the meeting, ask set members how they think the meeting went and what they personally got out of it |  |
| Sum up by providing some feedback on effective practice and learning parts from the meeting. Use this time to pick out any behaviour that enhanced or distracted the flow of the process |  |
| At the end of the meeting remind set members to keep reflecting (using post-its if they have them) and to use resources to prepare for next time |  |
| Remind them to note any learning or impacts that results from this meeting to share next time. |  |