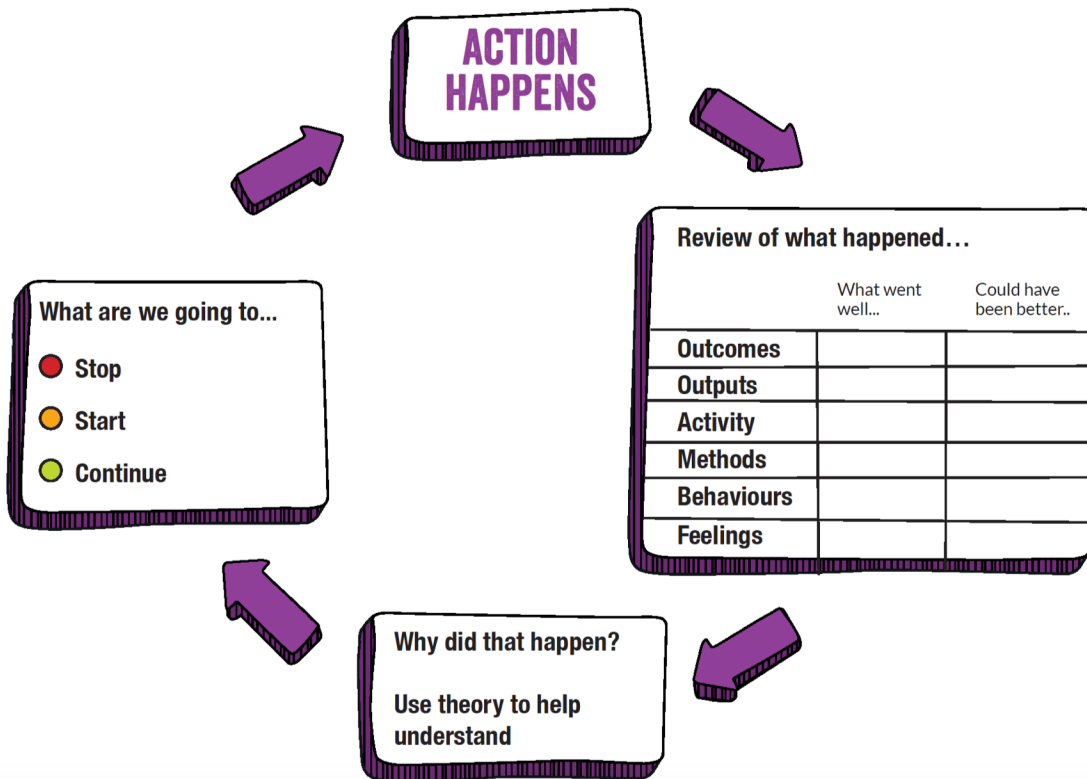


# Action Learning Tool



## What is it?

- A tool for reviewing and learning from any action to ensure continuous improvement happens..

## Where can I use it?

- To review any type of action or activity.
- To challenge any existing ways of working.
- Either as an individual or as a team.
- As a pragmatic way of encouraging a more effective approach.
- At the end of a meeting.
- Project reviews.

## How do I use it?

- Prepare sheets of paper and some pens – where this is being completed in a team, or group situation it is best to use flip chart paper/paper show/whiteboard.
- Start by talking through the action, or activity that has taken place and be clear on what happened.
- Understand and agree what went well and not so well under the headings of outcomes, outputs, methods, behaviours and feelings.
- Now take each one in turn and consider why in this case – what made the success a success? What caused the elements that did not go so well to be a challenge? It is important to get to the root cause of both the successes and challenges as this will enable real learning to be taken.
- Once all the areas have been discussed you can consider and reach agreement on what, as a result should be stopped, started and continued.