



**GARY BUXTON MBE**  
Executive Coach & Facilitator



[www.garybuxton.co.uk](http://www.garybuxton.co.uk)



07815 138 084



[hello@garybuxton.co.uk](mailto:hello@garybuxton.co.uk)



# ACTION LEARNING WELCOME

Action Learning was first developed by Reg Revans in 1982 and has grown in popularity over the last 40 years as a tried and tested way to support individuals and teams to solve complex problems.

An Action Learning Set is an opportunity for a small group of people (usually 6-8), to come together for 'self-managed learning'

Each set follows a consistent structure to enable participants to reflect on their experiences with a group of peers.

Action Learning takes us away from a world of advising and instructing into one of coaching and reflecting. A place where we trust the resourcefulness of our colleagues to design the best solutions.

## INITIAL CONTRACTING

To get the most from Action Learning, here are some top tips:

Action Learning should be a safe space for people to express doubts, concerns, problems and vulnerability and as such, all participants should respect confidentiality at all times.

### Before A Session

- If you presented last time, what did you commit to and how will you report back to the set?
- If you had the chance to present today, what would you want to present on? This should be a live opportunity/problem that you would like to do some more thinking about.

### During A Session

- Remove all distractions to allow you to focus 100% on the session. If you're in person, this would mean no phones or computers. If online, close all other applications and turn off all notifications.
- Allow the presenter to take the time they need to explain the issue they'd like to discuss.
- Ask open questions (Who, What, Why, When, Where and How?)
- Be comfortable with silence
- Listen to what is said and unsaid
- Ask questions for the exclusive benefit of the Presenter
- Avoid judgement, making suggestions and giving advice
- Trust that the Presenter is a resourceful and capable person



## After A Session

- If you've committed to actions during the set, create the time and opportunity to complete them.
  - Reflect more deeply on what you have taken from the session. What are your personal learnings, even if you didn't present?
  - Respect the confidentiality of the space. Do not ask the Presenter how they are getting on with their issue unless they themselves initiate the discussion or ask for help.
- 

## Facilitator Role

- Agrees how everyone will work together
- Holds the process to allow the presenter(s) to hold the content.
- Creates a safe and supportive environment for people to be vulnerable or explore to sensitive issues
- Manages time
- Enables deeper reflection for both Presenter(s) and Participants
- Gently challenges where necessary
- Deploys additional Action Learning tools where helpful to the group
- Evaluates the process to identify ways to improve the experience for all participants