
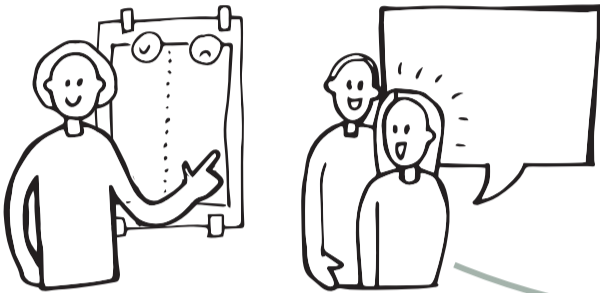







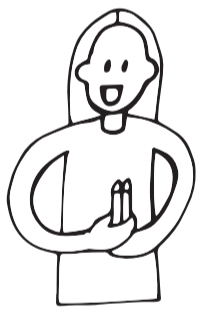
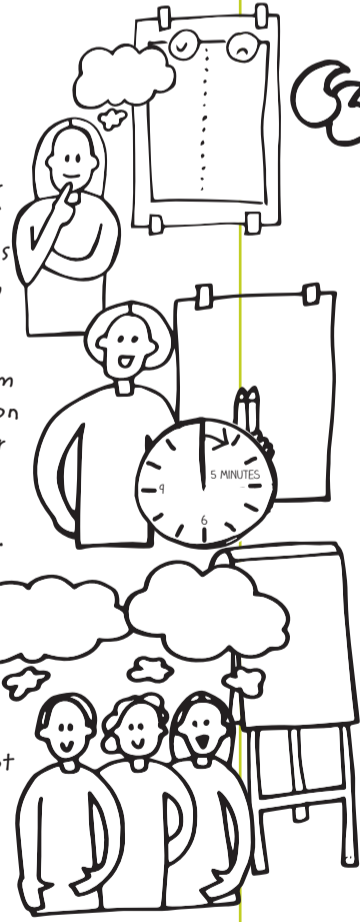

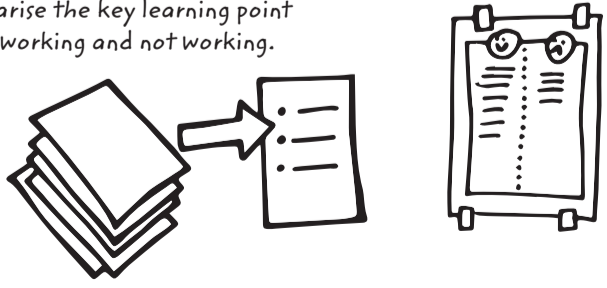



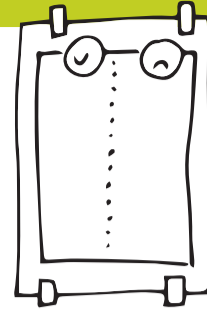
TEAM 15 • WORKING AND NOT WORKING

AGENDA ITEM

TIME	WHAT	WHO	OUTCOME	PLEASE COME PREPARED
 15 minutes	 Practicing working and not working - how well do you know your person-centred thinking tools?	 Your name	 We have practiced completing the what's working and not working tool.	 Read pages 14 – 16 in the 'Key Points and Top Tips booklet'.

TEAM 15 SESSION PLAN - PRACTICING

HOW LONG	ACTIVITY	HOW TO DO IT	WHAT TO SAY
2 Minutes	 Practising working and not working.	 Introduce the working and not working tool, and how to use it, by showing film clip or using the script.	<div style="border: 1px solid black; padding: 5px;"> <p>I know that you may already be familiar with the working and not working tool. This tool helps you to capture the things that are working about a situation that we want to stay the same and those that aren't working that we want to change.</p> <p><i>See separate script for what to say.</i></p> </div>
12 Minutes	 How do we use the working and not working tool.	<p>Before the agenda item prepare a piece flip chart divided into 2 columns, headed working and not working.</p> <p>Then with the group choose an aspect of your work. You might want to decide this ahead of time or give the team a choice of 2 or 3 things e.g. team meetings, group supervision sessions, a new piece of paperwork.</p> <p>If you have a large group then divide the team into smaller groups to think about the situation from their perspective. If people have similar roles group them together.</p> <p>After 5 minutes get feedback from the group. When each group has given feedback think about actions you can take to keep what's working and change what's not.</p> <p>On a second piece of flip chart paper have the heading – What needs to happen next to build on what's working and change what's not working?</p> <p>Gather ideas for action. →</p>	 <p>Now we're going to try the working and not working tool. Let's think of a situation at work that we might have different perspectives on – this could be something like (give some alternatives e.g. team meetings, group supervision sessions, a new piece of paperwork).</p> <p>Now that we've agreed the situation we will be thinking about get into a group with other people who have the same role as you and capture on a piece of paper what's working and not working for you. You've got 5 minutes.</p> <p>Let's get what's working and not working collected on the flip chart.</p> <p>Now let's think together about some ideas to change the things that aren't working and keep what is. Let's start with the one we think is the most important 'not working'</p>
1 Minute	 Key points.	 Summarise the key learning point about working and not working.	 Finally here are a few things to remember when using working and not working. Find out what the most important 'not working' are and start developing an action plan around these so you address the priority areas first. If it helps you can get people to vote by using sticky dots or ticks. Another tip is to make sure you also look at any things that are working that need actions to keep them happening. Finally don't forget the other person-centred thinking tools that can help you to change what's not working.



I know that you may already be familiar with the working and not working tool. This tool helps you to capture the things that are working about a situation that we want to stay the same and those that aren't working that we want to change.

Working and not working looks at a situation from different perspectives so that whilst the person's perspective is central we make sure everyone's voice is heard. The beauty of having the working column is that it also enables us to discover and celebrate what is working.

The working and not working tool works best when everyone works together so that the perspective of everyone involved is captured and then any actions can be decided as a group. The person may need some support to think things through from their own perspective.

If you are using this as a team then make sure that as many members of the team are involved as possible. You will also need to think about a way of getting the perspectives of those who aren't there or check out your best guesses with them.

Sometimes people associate not working with doing something wrong but this isn't the case. Not working is designed to identify the things that need to change or things that have been tried and aren't suitable for the individual.

When using the working and not working tool you should always start with looking at the situation from the person's perspective and what they want to happen. If you're best guessing on behalf of someone you must make sure you check out your assumptions with people who know the person well before taking actions.

If you are facilitating the meeting it is important to create an atmosphere where everyone feels they can be honest and express how they feel. Make sure everyone is listened to, start with common ground and record all perspectives and don't take sides.