
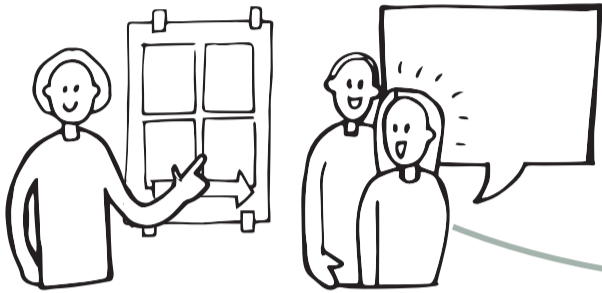


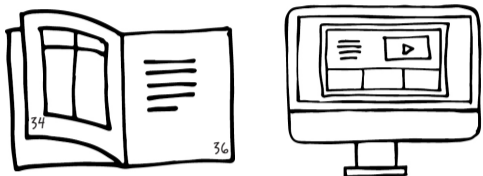



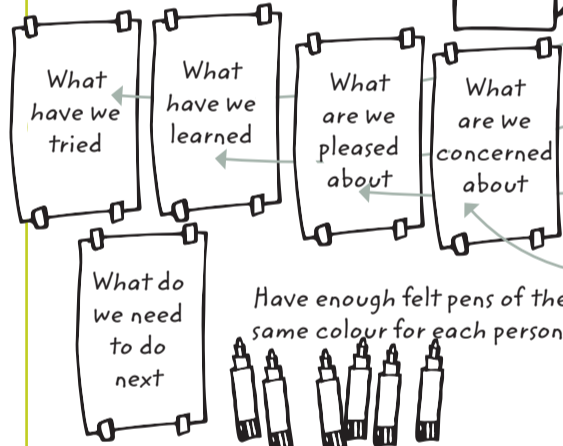
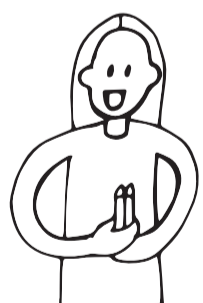



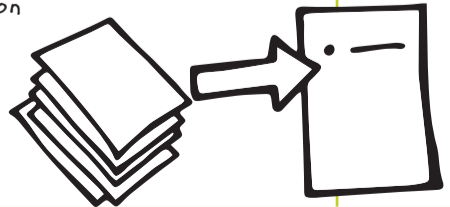
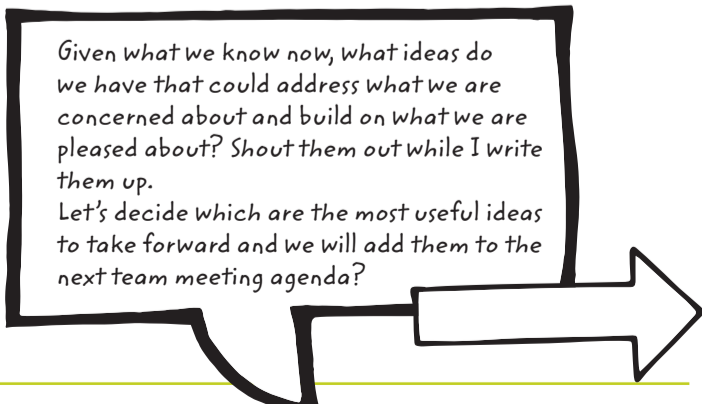


TEAM 15 • 4+1 QUESTIONS

AGENDA ITEM

TIME	WHAT	WHO	OUTCOME	PLEASE COME PREPARED
 15 minutes	 Practicing the 4+1 questions - how well do you know your person-centred thinking tools?	 Your name	 We have had practical experience of using the 4+1 questions.	 Read pages 34 - 36 'Key points and top tips book' or re-look at the 4+1 module on your e-learning

TEAM 15 SESSION PLAN - PRACTICING

HOW LONG	ACTIVITY	HOW TO DO IT	WHAT TO SAY
2 Minutes	Practicing using the 4+1 questions. 	Introduce by showing film clip or using the script. Have 5 pieces of flip chart up around the room with the headings:  Have enough felt pens of the same colour for each person.	We are going to use the 4+1 questions to evaluate how well our team meetings are going. The 4+1 tool has 4 questions which are: <ul style="list-style-type: none"> • What have we tried. In this section you need to describe exactly what has been tried. Make sure that you give enough details. • What have we learned. In this section don't confuse what you have 'learned' with what you are 'pleased' about. Learning is about finding out new information that might be useful to know in the future. • What are we pleased about. It's great to share and recognise successes. This section is all about taking time to recognise and capture what's going well. • What are we concerned about - In this section of the tool I want you to think about and discuss anything that isn't working or concerns you about our team meetings. We will come back to "what do we need to do next" later.
8 Minutes	Completing the 4+1 questions. 	Give each team member a felt pen and ask them to start writing on the flip chart. Make sure you are also involved in this by having a pen yourself. Encourage people to start in any of the sections. 	 Walk around the pieces of flip chart and write what you think, don't worry about spelling or crossings out. Be as specific as you can, for example, instead of writing 'time', write 'the time of the meeting is too late on a Friday'. Spend no more than 2 minutes on each section.
5 Minute	 ?	Read through what people have written and ask for ideas that can be turned into actions. Choose the top 1 or 2 ideas to take to action. 	 Given what we know now, what ideas do we have that could address what we are concerned about and build on what we are pleased about? Shout them out while I write them up. Let's decide which are the most useful ideas to take forward and we will add them to the next team meeting agenda?