

**Activity****Preparation and planning - audit current practice****Purpose**

To assess your current state of preparation and planning.

**Description**

A review of a recent scheduled conversation with a learner.

**Instructions**

What preparation and planning did you do? Complete the checklist on the following page.

The amount of preparation and planning you do can have a significant effect on the efficiency and effectiveness of a conversation.

## **What preparation and planning did you do?**

### **Did you think in advance:**

- what you wanted the conversation to focus on;
- what you wanted the outcome to be?

### **Did you let the learner know in advance:**

- when and where the meeting was to be held;
- how long you had allowed for it?

### **What information did you gather in advance?**

- relevant documentation;
- updates from colleagues;
- information from previous conversations with the learner relevant to the meeting in question.

### **In terms of the physical space, did you:**

- choose somewhere appropriate to the learner;
- choose somewhere quiet and private;
- arrange the chairs at a non-confrontational angle?

### **In terms of preparing yourself, what did you do to:**

- clear your mind of other pressures and claims on your attention before the meeting started;
- reflect on the motivational dialogue skills you would use or prepare a technique;
- ensure that you gave the learner your unbiased attention;
- remind yourself of the ethos of motivational dialogue?

### **Did you think in advance about:**

- what open question(s) you would use to start the conversation?

**What can you learn from the preparation and planning that you did or did not do?**