

Activity**Preparation and planning - reflecting on practice**

Use copies of the preparation and planning checklist on the following page.

Purpose

To enhance the efficiency and effectiveness of future conversations with learners.

Description

Use the checklist on preparation and planning to prepare for future conversations with learners.

Instructions

With a forthcoming conversation with a particular learner in mind, complete a copy of the checklist.

At the end of the conversation, review the effect of your preparation

Preparation and planning: checklist	✓
<p>Purpose of the meeting</p> <ul style="list-style-type: none"> ● What will the conversation focus on? ● What do you want the outcome to be? <p>Setting up the meeting</p> <ul style="list-style-type: none"> ● When and where will the meeting be held? ● How long will you allow for the meeting? ● What will you say to the learner? <p>Gathering the information</p> <ul style="list-style-type: none"> ● What documentation do you need? ● Whom will you talk to before the meeting? ● What information from previous conversations with the learner might be relevant to the meeting? <p>Arranging the physical space</p> <ul style="list-style-type: none"> ● Where is the most suitable place to hold the conversation? ● How will you arrange the space? <p>Preparing yourself</p> <ul style="list-style-type: none"> ● What will you do to clear your mind of other pressures and claims on your attention before the meeting starts? ● What might prevent you from giving the learner your unbiased attention? ● What motivational dialogue skills do you need to revise? ● Will you use an activity to help the learner talk? ● How will you maintain the ethos of motivational dialogue? <p>Opening the conversation</p> <ul style="list-style-type: none"> ● What open question(s) will you use to start the conversation? 	

Preparation and planning: review sheet

Name of learner

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Meeting date

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What I did differently this time was:

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The effect of this was:

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What I intend doing again next time:

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What I intend doing differently next time:

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