

Dialogue meeting method D: Action plan development in groups – as individual meeting or in connection with dialogue meeting methods A, B or C

If the focus areas have been clarified and formulated as goals (for example, at a previous dialogue meeting or by a working group), method D can be used at a dialogue meeting to begin developing the unit's action plan, so that the employees take ownership of the actions that are to improve the work environment. Method D can be used in direct continuation of the other methods. This method helps create interest in and ownership of the action plan, because the employees can recognize their own words in the description of the focus areas and proposed initiatives. See the section below [Writing an action plan](#).

Time: 55 minutes - 1 ½ hours

Participants: 10-60 people

Facilitator: required experience Focus areas and goals must be formulated in advance. An action plan format must be decided on in advance, for example a template for the faculty/the administration.

Participants: required experience None

Materials Any materials produced in advance, A4 paper, 1 marker and laptops containing the action plan template (one for every five to six participants). If there are only 10-20 participants, a single laptop can be connected to a projector, so that the entire group looks at and writes in the same action plan template.

Introduction to the meeting and the selected focus areas/goals (10 min.)

The facilitator of the meeting should open the meeting by briefly sketching out the purpose of the meeting, the intentions behind it, and what results the meeting is intended to produce.

The facilitator explains the selected focus areas: What are they, why and how were they selected.

Division into groups (5-10 min.)

Each of the most important focus areas that will be included in the action plan should be written on a piece of paper as a headline. The pieces of paper and any related material about the focus areas from a previous meeting (Post-its, posters, etc.) are placed on separate tables. The participants go over to the table with the focus area they are most enthusiastic about working with. There should be 4-8 participants at each table. If there is a focus area no one has chosen to work with, this should be announced, and the participants should be given an opportunity to choose again. If there are still no participants who choose the focus area, the issue is assigned to a lower priority and is not included in the action plan currently. Similarly, if there is a table with only one or two participants, this should be announced, and participants should be allowed to either move to or away from the focus area table.

Working with the action plans (35 min.)

There should be 4-8 participants at each table. Each group chooses a minute-taker. It is essential to stick to the template and complete all fields. The group works together to complete the action plan through dialogue, drawing on any existing material. If desired, the group may choose a moderator to ensure that everyone has a chance to speak and that the timeframe is respected.

Wrap-up (No. tables x 10 min. + 5 min. or 5 min.)

The exercise can conclude with presentation of the group's work to the entire group (approx. 10 min. per table) or by collecting the action plans. The facilitator thanks participants for their contributions and wraps up today's work with a particular focus on the next steps in the process.