

EFFECTIVE PARTICIPANTS Learning Mat

Reflecting on my skills as an effective participant

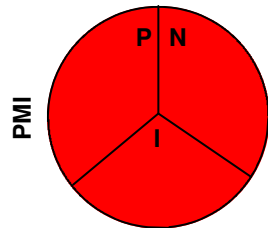
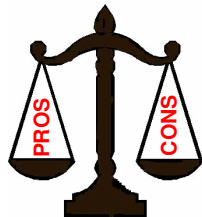
Below are some of the skills you need to be an **effective participant**. Traffic light each of the skills in turn so you are aware of which you need to develop further. You can do this at any point during your focus on this important skill to see how you are progressing...

- I'm setting off
- I'm on my way
- I'm getting nearer
- I've arrived!

Discuss issues of concern, seeking resolution where needed (EP1)	<input type="radio"/>
Present a persuasive case for action (EP2)	<input type="radio"/>
Propose practical ways forward, breaking these down into manageable steps (EP3)	<input type="radio"/>
Identify improvements that would benefit others, as well as myself (EP4)	<input type="radio"/>
Try to influence others, negotiating and balancing diverse views to reach workable solutions (EP5)	<input type="radio"/>
Act as an advocate for views and beliefs that may differ from my own (EP6)	<input type="radio"/>

Thinking Frames to encourage effective participation

- Anticipate a course of action
- Weigh up the PROs (advantages) and the CONs (disadvantages) by listing them
- Use this to help you reach a *considered* judgement



- All the plus/positive points in the "P" section
- All the minus/negative points in the "M" section
- All interesting points in the "I" section

Put on your WHITE HAT! The white hat is about information, facts and figures. It's also about being **impartial** - a very useful skill when trying to negotiate a balanced and workable solution to a problem.



What's your role? Be an **effective participant** and not a free-rider! When working with other people, decide what role you will each play. You should try to vary the role you take on to gain experience in each.

Runner

I try to find the resources needed to complete the task, such as equipment and dictionaries

Summariser

I prepare the group's presentation and summarise conclusions reached to see if the rest of the group agrees

Checker

I check that all the facts the group will use are correct and will stand up to **scrutiny**

Trouble-shooter

I take notes and record what happened within the group. We use this to **debrief** following the group work

Researcher

My role is to collect background information and look up any additional information that is needed to complete the task

Recorder

I write down the major output of the group and **synthesise** the work of other group members

Useful words for developing as an effective participant

consensus	alternative	propose
discuss	negotiate	impartial
vote	resolution	dialogue
persuade	opinion	advocate
summarise	compromise	contribute
participate	consultation	influence

Make friends and influence people!

- Stage 1:** make sure everyone understands the issue under discussion or the problem to be resolved.
- Stage 2:** brainstorm all the possible solutions - even those that seem a bit impractical. Write these down, perhaps as a list or a spider diagram.
- Stage 3:** now the hard part! You need to agree on one solution. Set a time limit (what about 5 or 10 minutes?). If you all agree at the end of this time, you've reached what is called a *consensus*. Congratulations! If not, keep going...
- Stage 4:** you must now try to reach a compromise - this means a bit of "give and take". Which were the most popular solutions? Select 2 or 3 and then one of the following -
- what would you need to alter about this solution to make everyone accept it?
 - which of the most popular solutions would you all be willing to trial for a short time to see if it works?
- If you still haven't reached an agreement, move onto to Step 5.
- Stage 5:** hold a **vote!** You can do this in one of 3 ways:
- a show of hands
 - a secret ballot
 - label the solutions A, B, C, D.... Each person should name their "top three" while someone keeps a record. The solution that is named the most is accepted.

FRAME IT!

What I did to help resolve the situation:	What I did that hindered a resolution :
What other people did that helped:	What other people did that hindered:

- Complete each section of the frame to see the full picture of the role you played in a problem-solving task.
- Use it to help you develop the skills necessary to be even more of an **effective participant** next time.