

## Worksheet 6:

### Reviewing the results of your action

Once the action is complete, you should undertake a review as soon as possible to evaluate the outcomes and capture learnings - whether the overall aim was achieved, aspects that went well, those that didn't and how they could be improved next time.



**Purpose:** The main point of this worksheet is to facilitate an honest and objective review of the action taken. The review should be completed whilst your memory of what happened is still fresh. Where possible, it should include feedback from those involved. The focus should be on the key lessons you can take away from this activity to help ensure that future actions land well and deliver the changes you are looking for.

### Questions to help you think about when reviewing action taken:

With hindsight, how clear were you on the difference(s) you expected to see as a result of the change?

To what extent were your expectations met?

How did those involved feel about the change beforehand (e.g. supportive, apprehensive, resistant)?

How did they feel afterwards (e.g. positive, neutral, dismissive)?

What benefits were delivered in terms of strengthening your work community?

Which of the 5Ls were improved by the change?

What were the main challenges you encountered?

In what areas could you have done with extra help and where could you have got it?

What, if anything, would you do differently next time and why?