

METALOG[®] Check List – Getting started using the tools

What am I trying to achieve through using the tool?

For example:

- ✓ Establish a learning team, actively and dynamically shape the learning process
- ✓ Build trust in the group
- ✓ Develop skills such as communication and empathy
- ✓ Shape change and initiate development (personal, within the group, within the system)
- ✓ Improve conflict resolution skills, teamwork skills

But also: get the day off to an energetic start, focus the group on a specific topic, work through specialist content, enable the group to get to know each other, and so on.

How do I present the work assignment, the rules? (Staging)

For example:

- ✓ The rules are visible to everyone
- ✓ Define roles: facilitator, observer, time manager, and so on.
- ✓ Give the learning project an appropriate, meaningful name: e.g. “We are going to build a skills tower” (Tower of Power with facilitation cards).

What can I do if the group gets stuck? (Interventions)

For example:

- ✓ The process is interrupted and, as facilitator, I ask the following questions: “What has gone well so far? What has not gone so well? What would it be a good idea to change? The group then continues the activity.
- ✓ As facilitator, I give the group feedback from outside about how I perceive the situation.
- ✓ I make rules easier or harder, reduce or extend the time allowed, etc.

What questions can I ask after the performance stage (reflecting on the experience)

For example:

- ✓ What was the key to solving the task?
- ✓ What was each individual’s personal contribution?
- ✓ What moments were difficult?
- ✓ What other competencies would the group have needed?
- ✓ Imagine the group had the opportunity to do the task again, what would it do differently?
- ✓ What role did each person have during the task?
- ✓ What is the “take away” for our everyday lives?
And so on.

What agreements, goals and learning paths can be developed and specified with the group? (Reflection: building bridges to everyday life)

For example: Agreements

The following discussion rules shall apply to us this year: ...

For example: Goals

In future, we want to meet once a week.

For example: Learning paths

For me personally the learning experience was especially important, so I will

I will do the following tasks.

And so on.

How will I record the results of the reflection?

- ✓ On a flipchart?
- ✓ On the board?
- ✓ On facilitation cards?
- ✓ On photos or as a photo collage?
- ✓ Will the group develop goals and write them down?
And so on.