Sheet 3 Take action process

Once you have decided on your action, you will follow a process to implement your action.
Below is a diagram of an action process. Questions for discussion are provided for each step in the process.

1. Become informed

- What information do you need to know about your action area?
- How could you find out this information?

2. Build support

- Who needs to be involved so that you can build support for taking action?
- How could you present your reasons for taking action in your action area?
- What issues or resistance might you have to deal with?

3. Plan action

Use *Template 1 Plan for Action*.

4. Take action

- How could you get people interested and excited about your action and being involved?
- What communication channels already exist within your school? How could you use them to communicate about your action?
- After taking action, how could you celebrate the efforts of your team members?

5. Review

- What do you think worked well?
- What do you think could be improved?
- How can you get feedback from participants?
- How will you know if your action has made a difference?
- Think about the next step:
  - How can you sustain or build on this action?
  - What changes do you need to make for future actions?