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?

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