

Learning Circle Observation Form

Date: _____

Site Name: _____

Observer Name: _____

LEARNING CIRCLE SPACE OBSERVATIONS: PART A

Physical Space

- Please indicate how close the learning circle meeting space is from the majority of participants work area (may need to ask facilitator or query participants when distributing survey form)

Within work area (within unit)	
Outside but close to work area (within building)	
Outside but not close to work area (different building)	

- Are Learning Circle participants sitting in circle Y / N
- Are there any physical barriers between learning circle participants Y / N

- Please rate the level of risk for interrupting learning circle discussion for each of the following attributes of the physical space

	No Risk	Low	Med	High Risk
Auditory Privacy				
Visual Privacy				
Accessibility				

Learning Space

- Did you observe LC discussion that included sharing knowledge/information based on emotions, experiences, insights, intuition, observations and internalized information (Tacit Knowledge)?

0 No 1 Not Sure 2 Yes

- Did you observe LC discussion that included sharing knowledge/information using or referring to resources or formal knowledge (Explicit Knowledge)

0 No 1 Not Sure 2 Yes

- Did you observe LC discussion that included sharing experiences and learnings indicating the application of knowledge gained through learning circle discussion

0 No 1 Not Sure 2 Yes

LEARNING CIRCLE PHASE OBSERVATIONS: PART B

Categorize Learning Circle dialogue by indicating movement across phases over time on tracking sheet. **Start Time** _____ **END Time** _____

TIME 1 (0-10min)

	Opening	Opening/ Diverge	Diverge	Diverge	Converge	Converge/ Close	Close
	Follow up from last LC	New Practice Story	Sharing Experiences	Brainstorming approaches/solutions	Evidence/new content (Explicit Knowledge) presented	Prioritizing approaches/solutions	Decision to test change(s); Commitment to action
Facilitator							
Participants							

TIME 2 (10-20min)

	Opening	Opening/ Diverge	Diverge	Diverge	Converge	Converge/ Close	Close
	Follow up from last LC	New Practice Story	Sharing Experiences	Brainstorming approaches/solutions	Evidence/new content (Explicit Knowledge) presented	Prioritizing approaches/solutions	Decision to test change(s); Commitment to action
Facilitator							
Participants							

TIME 3 (20-30min)

	Opening	Opening/ Diverge	Diverge	Diverge	Converge	Converge/ Close	Close
	Follow up from last LC	New Practice Story	Sharing Experiences	Brainstorming approaches/solutions	Evidence/new content (Explicit Knowledge) presented	Prioritizing approaches/solutions	Decision to test change(s); Commitment to action
Facilitator							
Participants							

TIME 4 (30-40min)

	Opening	Opening/ Diverge	Diverge	Diverge	Converge	Converge/ Close	Close
	Follow up from last LC	New Practice Story	Sharing Experiences	Brainstorming approaches/solutions	Evidence/new content (Explicit Knowledge) presented	Prioritizing approaches/solutions	Decision to test change(s); Commitment to action
Facilitator							
Participants							