

Logistical Considerations



When organizing a series of learning circles within the continuing care setting, a number of logistical factors must be considered:

Scheduling: It is best to have consistency when you schedule the learning circles. It is a good idea to book all of your sessions in advance and keep to that schedule. In conversation with your organizational leaders and participants, you can decide how often you want to hold the learning circle. Scheduling learning circles on a monthly basis works well, and the more often you hold them, the more effective they will be. One learning circle session should be at least 60 minutes in length, however 90 minutes is ideal. Prior facilitators have explained that the extra 30 minutes helps to ensure the group is able to complete the closing phase. Once you have dates and times scheduled, be sure to circulate this information to all of your participants and post it in the workplace for future reference.

The Room: The room for the learning circle is an important factor to consider when creating the right environment for learning to take place. You must be able to arrange the furniture in the room to have all participants sit in a circle. Participants may like to sit around a table, or may prefer to sit in a circle with no obstructions. The room needs to be in a convenient location, have a door that closes for privacy, and be located in a quiet area. You may wish to post a 'do not disturb' sign on the door to ensure there are no interruptions. It is a good idea to consistently have the same room booked for all of the learning circle sessions. However, unexpected situations can arise, so plan for this by having a second room in mind.

Distractions: Remember that learning circle participants are still within their workplace, so there will be a number of potential distractions that need to be minimized to allow them to be fully present. Use of a room with windows or one which is not private can be distracting to participants. Prior facilitators have also found that cell phones at meetings prove to be a large distraction. All personal cell phones should be turned off or set to silent. Participants will also need to have their work time covered off so that they are able to focus. As much as possible, participants should not be 'on call' while attending a learning circle and should be able to turn off their work cell phones for that period of time.

