

Tips: Recruitment & Continuing Participation



Participating in the learning circle is voluntary; therefore, sometimes it can be a challenge to recruit enough participants to join and to ensure participants continue to attend. Listed below are some tips to help with this:

- o With the help of your organizational and site sponsors, clarify and decide what supports are in place to help with the scheduling of the learning circle. How will you handle:
 - If a participant needs to come into work on their day off to attend?
 - If a participant needs to be at work slightly earlier or later than their shift to attend?
 - When a participant leaves the floor to attend and their position needs to be back-filled?
- o Introduce the concept of learning circles to staff and invite them to participate. Voluntary attendance is an important feature to this learning approach, therefore participants choose to attend. It may be useful to have a discussion with potential participants and provide them with a handout detailing expectations, logistics and benefits to participating.
- o Include a discussion on attendance expectations when the learning circle sets their ground rules. At this time, clarify how participants should let you know if they are not able to attend and what constitutes good reasons for non-attendance. Stress that the learning circles cannot go forward if attendance is low.
- o Post a notice in the workplace detailing the date, time and location of all sessions to serve as a consistent reminder.
- o Remind participants before each session. You can send out emails, contact participants by phone, or remind individuals in person. Include info on specific date, time and location.
- o Include a summary with reminders which details the content of the previous session. This will help with recall on what has been covered and better prepare participants to actively engage at upcoming sessions. Include any items which were assigned to specific individuals.
- o If attendance becomes a consistent challenge, speak with participants at a staff meeting or one-on-one to better understand what is hindering attendance. Be open to changing the timing or location of your sessions to better suit your participants.
- o You can allow participants to pair up on their attendance in order to alternate with each other. This way only one of the pair needs to leave the floor and attend at a time. Make sure that the pairs are communicating with each other on their attendance and any content they are missing.