

## 7.1 1,2,3 action

Step 7. Do      Time: 60-120 min      2-20 participants

### Summary

Come up with a plan of action for increased respect and equality with the help of the exercise. By browsing through the documents you will find two suggestions for templates to use for the action plan.

### What to do:

- Appoint a moderator.
- The moderator goes over the guidelines.
- Go through and summarize the results of the examination you have decided to use. This can have been prepared by the moderator or someone else as an oral presentation or a written summary.
- Choose which type of template you prefer for the action plan. There are two suggestions for this exercise. You can use your own version if your group prefers it.
- Do the exercise and fill in the action plans. If you want to carry out the exercise in a way different to that suggested, do so as long as it results in concrete action plans/activities and objectives for increased respect and equality.
- Document your discussions and conclusions and ensure that you make this a natural part of your other deliveries.
- Discuss the in-depth questions if you have time.

(Template for action plan found in separate document)

### Conversation guidelines

- Assume that "everyone" is in the room ("those of us who...").
- Remember that we have different prior knowledge and experience of the themes raised, so show respect.
- Think freely and interpret each other kindly.

# Exercise

Number of participants: optimally max 15

Before doing this exercise you need to have carried out some form of examination so that you have a result and an analysis to build upon, for example the exercise Who are we listening to? from Step 4 - EXPERIENCE!

## Material

Printed action plans (one per small group) or make sure that every group has them available in digital and editable format.

## Draw up your action plan for increased respect and equality

- Go through the examination results that you want to use. It may involve deliveries, products and communication as well as internal treatment, after work social activity culture or meeting climate.
- Work in small groups of 2–4 people. Each group reflects on the examination results and chooses 1–3 areas to keep working on, based on the template that suits you best. Each group creates its own action plan as a first step, either directly in the template or with the help of, for example, Post-it notes.
- Get back together as one group and present your plans to each other. Give each other constructive input and ask questions in order to further improve the plans. Supplement the plans based on the feedback and the new ideas given in the presentation.
- Compile the plans and the activities you have planned. Do they look credible? Is there a need to prioritize? Are the actions credibly scheduled? Has responsibility been designated? Follow-up?
- How will you include the plan/actions in everyday work? Will anything be put into the weekly/monthly agenda? Will anything be put into the business plan? Other ways?
- Appoint someone to collect, compile and make what you have decided on available for everyone.

## In-depth questions

- What potential obstacles to a successful implementation of your action plan do you see? How will you get around them?
- What possible paths and success factors do you see? How can you ensure that you can access them?

Tip! Think rather of few but concrete actions that are achievable, than too many large ones that will not be implemented. Take one small step at a time and you will soon have come a long way. What will have the greatest impact of the measures you have come up with?