

Facilitating Professional Learning – Learning with Post-its

Learning with Post-its

An important aspect of effective leadership is the ability to encourage the input and feedback of a variety of groups, including teams. A rather simple but very effective method of gathering the input of other people involves the use of post-its. The key steps in the process of learning with post-its are outlined below.

The Learning with Post-its Process

1. Introduce the topic under discussion and clarify its nature.
2. Encourage people to reflect on the question or issue to be addressed.
3. Ask people to write their ideas down, **one idea per post-it**, using brief, clear phrases.
4. Ask people to place their post-its on the flip-chart.
5. Ask the participants to review the ideas shared by other people on the post-its.
6. If a person does not understand the meaning of the phrase on a post-it, they should place a question mark on it. They can then ask the person who posted the idea to explain or clarify its meaning.
7. As a group, organize the ideas on the post-its by placing them into categories.
8. Provide a label for each category.
9. Review the ideas and add to them, as required.
10. The group should be ready to share its main ideas.

See the POST-ITS Acronym for a reminder of the key steps in the Learning with post-its

Characteristics of Effective Teams Exercise with Post-its

The following Learning with Post-its Exercise has been used with a variety of groups and organizations. It is a relatively effective way to begin a discussion or presentation on the nature of effective teams, as it provides some initial information on the teamwork experiences of those in the group.

As individuals,
reflect back on when you were a member of a highly effective team. On separate post-its, write down some of the reasons why your team performed in such a beneficial manner.

Then post them on the flip chart paper.

As a group,

Organize the post-its into appropriate categories.

Be ready to report your key findings on what made your teams so effective.