

HOW TO USE THIS SHEET

Print this sheet double sided. This works best for groups of 10 or less. If your group is over that number it is best to get a second person to lead the group and gather the information in columns 1-4. Then come back together in the original group and gather the information in columns 5 as a large group. Print as many copies as you need.

1. This discussion is confidential to us and we will decide later what we can discuss outside the room.
2. Non PSA members are welcome and if they want to be involved in the decisions of this group they can join the PSA (have membership forms on hand).
3. At this point we are gathering information, not holding a discussion on each point or asking you to agree to anything. Please respect everyone's right to put forward what is important to them at this stage.
4. You are going to each be asked a number of questions, I will ask them one at a time – that is ask question 1 for each person then go around again and ask question 2. We may have to restrict our time so please be considerate.
5. Record the answers in the boxes provided, get someone to record them for you if you have a large group.
6. You can change questions 4 and 5 for the circumstances, for instance you have gathered after a meeting about change management you could ask 'what did you like about the proposal, what do you think should change'.
7. **Once you have filled this in:**
 - I. Summarise the positives – ask members to agree we see these key positive themes.
 - II. Summarise the need improvements – ask members to agree to the most common matters.
 - III. Ask if 2 members would agree to work with you and report back to members in a few weeks.
 - IV. If you are feeling confident, work to resolve it with your local manager. With your supporting group talk to an experienced delegate, your organiser and/or the PSA Organising Centre once you have considered a plan to address the matter.
 - V. **Do not circulate the document with the names on.** People have the right of confidentiality, the priorities that have been agreed as they are issues affecting the union in our workplace and we need to present a united front.