

Idea Catcher/Action Plan

Don't let a good idea get away!

Research shows that people remember 20% of what they hear, 30% of what they see, 70% of what they say and 90% of what they do! If you use an idea within 24 hours of learning it, you're more likely to integrate it permanently. As you proceed through the sections of the workshop, if you hear or think of an idea or concept that you want to use, write it in the spaces provided. In addition, research reveals that you are more likely to permanently incorporate what you learned if you make a plan to use the information immediately back at the office. Write your plans in the spaces provided.

Section I: Introduction

Action Plan:

Section II: Introduction to the Interactional Helping Skills Model

Action Plan:

Section III: Tuning in to Self and Others:

Action Plan:

Section IV: Clarifying Purpose & Role

Action Plan:

Idea Catcher/Action Plan, continued

Section V: Dealing with Issues of Authority

Action Plan:

Section VI: Reaching for Feedback

Action Plan:

Section VII: Questioning

Action Plan:

Section VIII: Using the Interactional Skills in Individual Interviews

Action Plan:

Section IX: Preparing for the Interview

Action Plan:

Idea Catcher/Action Plan, continued

Section X: Interviewing Approaches

Action Plan:

Section XI: Practicing the Interview

Action Plan:

Section XII: Workshop Summary and Evaluations

Action Plan:

