Structured conversation template

Use this structured conversation template to conduct a structured conversation with staff members to identify workload issues in your school. You may wish to hold a structured conversation with a group of staff members or on a one to one basis. This template can be tailored for your own context.

For guidance on how to engage staff on workload issues, please see the Identifying the Issues - Section Guide.

Date:

Participant(s):

Led by:

What do you feel are the biggest workload issues that have largest impact on your ability to provide quality teaching and learning?

What would you change which you believe would have a positive impact on reducing workload whilst maintaining standards?

How would you change this?

What do you identify as the thing that adds the highest impact to learning?

How can you maximise the time you spend on high impact to learning activities you identified above?

If you could change the way things are organised in your school/department that affect your time spent on activities that add the highest impact to learning, what would you change and how?