

## ACTIVITY SHEET 3

# ADDRESSING WEAKNESSES

### PURPOSE

This activity sheet is designed for you to lead a discussion with your team that gets them to identify existing weaknesses (relating to the *Fire Note*) and how they can address these.

### OUTCOME

Leading this discussion will enable consideration and agreement on:

- 'What' i.e. the key issues raised by the *Fire Note*.
- 'So what' i.e. the weaknesses that that the team may have now?
- 'Now what' i.e. the key things that the team can do to address the weaknesses in the future.

### SUITABILITY OF ACTIVITY

This is a good activity for downtime during a shift or for fire brigade meetings. It has greater value when the theme of the *Fire Note* relates to a topical/current experience for your team.

It can be conducted in an informal atmosphere, such as around the lunchroom table or sitting around the station.

The value of the activity is in bringing together views of all members of your team. It overcomes the loudest, most experienced or dominant person trying to hold the floor.

### INSTRUCTIONS

1. Get each member of the team to read the *Fire Note* that you've selected. Give them 5-10 minutes of quiet time to do this.
2. As people finish reading (some will be faster than others) get them to write down three things that stood out to them from the *Fire Note*.
3. Once they've done this, ask them to discuss these issues in pairs.
4. Then go around each pair and ask them to describe one issue that they identified.
5. Now ask the team, "In relation to the issues raised by this *Fire Note*, what do you believe are our weaknesses as a team?" (It would be worthwhile to record their responses on large post-it notes.)
6. Now ask the team, "How can we address these?"

Finish up by summarising the issues raised and the ideas for the future. Get these written up and have a copy for each member of the team, along with a copy for the notice board.