

## ACTIVITY SHEET 5

# FORCE-FIELD ANALYSIS

### PURPOSE

This activity sheet is designed for you to lead a discussion with your team to consider what issues raised by the *Fire Note* are applicable to your team and which are not.

### 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. which of these are applicable to the team? Which are not?
- 'Now what' i.e. what could the team do in the future to deal with the issues that are applicable.

### 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 issues 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. Then get the team to discuss and agree on what they believe are the three main issues from the *Fire Note* that are applicable to the team. Write these up on flip-chart or whiteboard (see over page for suggested layout).
6. For balance (and clarity) also get them to identify which of the issues raised are not applicable to them. Write these up as well.
7. Using the issues that are applicable to the team, ask for ideas on what the team could do to address this issue. Write these down as you go.
8. 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.

**FIRE NOTE TITLE:**

Issues applicable to our team	Issues not applicable to our team
A	A
B	B
C	C

**ADDRESSING THE ISSUES**

Issues applicable to our team	Ideas to deal with these issues
A	
B	
C	