



Introductory note

Here you will find all the steps in the action-research process. The following elements will be described to you for each step: deliverables, goals, what is expected of the facilitator, and some reminders, especially of biases that need to be considered. In case you have questions as you read these documents, we also provide a [contact form](#).

Each step is presented as a workshop. Useful tools are listed for each to help you implement the approach in a fun and appropriate manner for the people you are working with. Time and space aspects of those workshops should be carefully thought out in advance to make it easier to change your stance and return to your action-researcher posture.

Walking into a workshop is a crucial moment, and we encourage you to create and materialize an entry point. What we call “energisers” and “ice breakers” are intended to get the group moving, in contact with each other, and physically and mentally alert.

It can also be a good idea to visually manifest a change in posture:

- walk through a portal to “enter” the world of research and leave behind any preconceived ideas;
- put on an outfit or an accessory that signals your transformation into an action-researcher;
- take the researcher’s oath that “I swear to leave my prejudices and judgements at the door and bring an attitude of constructive criticism to the group”;
- or any other symbolic manifestation you might find useful.

But be careful, especially when working with young people: sometimes games or role play can be triggering, and taking centre stage, or risking ridicule, can be counter-productive...

The location and setting, date and time, and length and frequency of workshops need to be tailored to the group. A location or setting must be reassuring to permit creativity and reflection. The time spent in a workshop needs to be adjusted to fit the group’s attention span: taking a break and getting some fresh air can be helpful! And finally, how often the group meets needs to be precisely calculated.

If the workshops are too far apart, your reflection will be less intense and it’ll be more difficult to follow the process; if your approach is too intense it will be more difficult to gain any perspective, and concentration and the ability to produce content will be hampered... The research process must always be at the forefront as you advance through the steps. That means you should consult the master plan → [link to the Master plan](#) regularly to remember what you’ve done (steps you’ve already been through), where you are (the step you’re working on), and where you’re going (what steps still have to be done to complete the process). One good way to do this is to spend a little time at the beginning of each workshop getting some perspective on your work, by recalling the main ideas from the previous session, which should be the launching pad for the day’s workshop.

By evaluating both quality and the satisfaction of the action-researchers at the end of each workshop, you can optimise the conditions for implementing the process with them.



We suggest a few tools that have been tested and evaluated within the CAPEJ project, and we also list other resources we think could be useful (at the end of the sheet). But the list is far from exhaustive because there are a lot of tools out there!