

# The review technique



Item Code FS310522 April 2005 Edition no 2 (103310)

**0845 300 1818**

Activities and events are often great fun and enjoyable, enabling us to carry out Scouting activities. We get involved in a lot of different activities - the District Camp, the County hike, the Unit expedition, the Colony fun days, the District Executive Committee meeting, the Annual General Meeting. How much do we learn from these experiences? How often do you review past experiences to learn for the future?

If you hold a successful event - do you know why it was successful? Could you repeat or build on that success? If an event is not as successful as you hoped, what went wrong? How can you ensure the event will be better next time? How often do you sit down with Leaders and review

past experiences - what went well and why? What difficulties were there - and why? What positive future plans of action can be made?

The review technique will help you with all of the above. The purpose of looking back is to learn from the past to plan for the future. To build on success.

Individually or in a group you can complete a review chart and make positive plans of action for the future. By improving your own performance and the performance of others you improve the quality of experiences offered to young people in Scouting.

Observation	Interpretation	Future Plan
What went well?	Why?	Next time...
What difficulties occurred?	Why	Next time...

## The Scout Association

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Draw the chart on a large sheet of paper and review a recent activity. Start by recording what went well remember these observations are based on fact - what you actually observed. Then interpret the observation why did it go well?

After you have exhausted the good points look at any difficulties which occurred and why. Remember to keep the observations factual. After that, make positive plans for the future. Be specific and keep them relevant and realistic.

A sample chart has been completed to provide an example:

The District AGM

Observation	Interpretation	Future plan
What went well?	Why?	Next time...
85% of leaders in District attended	Social occasion, well publicised	Publicise AGM: leaflets, District newsletter, personal letters to all Leaders
Buffet after AGM	Social occasion - fine weather	Make AGM social occasion with buffet or similar
Short - effective meeting	Kept to point	Have a clear agenda and keep to it
Guest speakers	Interesting, relevant, appropriate	Invite good speaker and brief
Organisation	Allocated tasks to others	Appoint an organiser and plan event
What difficulties occurred?	Why?	Next time...
15% of Leaders didn't attend	Don't know	Find out why 15% of Leaders didn't attend: attract more to next year's AGM
Forgot Drinks	Didn't put them on the list	Have a pre-AGM meeting to ensure nothing forgotten
Children of those attending not	Didn't plan anything - didn't realise	Decide if children are to attend - if

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catered for	numbers	so provide activities for them and find out numbers
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Do not forget that the whole point of The Review Technique is to help you in your planning next time, so keep your reviews in a safe place and refer to them next time you are planning similar activities.