**Reducing workload: example structured conversation template**

|  |
| --- |
| **DATE:** |
| **PARTICIPANT(S):** |
| **LED BY:** |

|  |
| --- |
| **What do you feel are the biggest workload issues that have limited impact on 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?** |

|  |
| --- |
| **If you could stop doing one thing which would lessen your workload what would your priority be?** |

|  |
| --- |
| **If you stopped this, what would the impact on teaching and learning be? How could you reduce any negative impact?** |

|  |
| --- |
| **If you could change the way things are organised in your school/department that affect your workload, what would you change and how?** |