

Module 5 Role Play

1. Preparation

Focus on reading and fully understanding the brief

From the information given ensure that you are absolutely clear on what you are being asked to do. If you are unsure ask the assessor.

Prepare some open questions

This is the most effective way to elicit additional information about the scenario. It also indicates that you are being collaborative and giving the role player opportunities to express their thoughts and views.

Examples:

- *Tell me about...*
- *Can you provide more details on...*
- *I am really interested in your thoughts on.....*

My Sample Open Questions:

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Name: _____ Date: _____

Prepare an outline plan of the areas you want to cover during the role play

Start with how you are going to introduce yourself. Your initial focus should ALWAYS be on establishing rapport. Do NOT dive immediately into the subject matter. Your plan should end with an outline of what may be “The next steps/Action items”. These should be as specific and measurable as possible. Within your outline stay FLEXIBLE so that you can respond and react to the information conveyed by the role player.

My Outline Plan (Key Points to Cover):

My Introduction/Rapport Building Comments and Questions

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Key Areas to Cover

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Conclusion/Next Steps/Action Items (Measurable/Specific)

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Name: _____ Date: _____

2. During Role Play

Minimise the paperwork you keep in front of you

Look organised and in control by having a blank sheet for note taking during the exercise and your outline plan clearly legible in front of you. Your briefing information should be neatly stacked to the side for reference if necessary. It is also useful to have a way of tracking time (take a note of your start time) other than regularly referring conspicuously to a watch on your wrist.

Be natural

Remember to display characteristics and behaviours which are NATURAL to you.

DO NOT TRY TO ADOPT A DIFFERENT CHARACTER/PERSONALITY