Participant Information Sheet

PARTICIPANT INFORMATION SHEET FOR UNIVERSITY OF CHICHESTER RESEARCH PROJECT

Online Action Learning set and individual interview

Psychological lenses in Action Learning: coaches' experiences of questioning and practitioner learning

Appendix B | Version 1.0 | 2 November 2026

Research team

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Department/institute:	Institute of Psychology, Business and Human Sciences
Institution:	University of Chichester, through Aventis Graduate School

Your invitation

You are invited to consider taking part in this MSc research study. Please read this sheet before deciding and keep a copy. You may take time to consider it, ask questions and discuss it with someone you trust. Enquiring does not commit you to participation or guarantee a place.

Why is the study being conducted?

I am exploring how coaches experience using a familiar psychological approach when asking questions and learning with peers in an Action Learning group. I am interested in what feels helpful, difficult or unhelpful, what you notice about your questioning, and what supports or constrains your participation. I will also explore the problem presenter's experience of receiving questions and making sense of their issue.

A psychological approach or "lens" is a theory or perspective that guides what you notice and the questions you ask. Examples include cognitive behavioural coaching, solution focused coaching and strengths based coaching. The accompanying Psychological Lenses for the Action Learning Session (Appendix F) provides the reference list and descriptions of the 14 suggested lenses.

The study concerns your experience and perceived immediate learning. It does not assess coaching competence, compare the effectiveness of different lenses or establish therapeutic effects or lasting changes in practice.

Why have I been invited?

Recruitment focuses on Singapore-based practising coaches and suitably prepared coaches in training. You may be eligible if you are aged 18 or over, have received relevant teaching or training in a psychological approach, are familiar with an approach you could use, and have sufficient coaching practice or applied experience through training. An MSc qualification, professional coaching certification or membership of Aventis is not required. Programme enrolment alone does not establish eligibility.

I will check eligibility, availability and relevant relationships privately. Current hierarchical or dependent relationships involving me or between group members will be excluded, including

current assessment, employment, supervisory, coach–client, mentor–mentee or close family/dependent relationships. Ordinary classmates may participate where eligible, with the safeguards below.

I aim to recruit seven participants: one problem presenter and six other team members. The set may proceed with five to seven participants; it will be rescheduled if fewer than five can attend. I will facilitate and interview, outside the participant sample. Places depend on eligibility, availability and workable group arrangements.

Do I have to take part?

No. Taking part is entirely voluntary and unpaid, with no gifts, rewards or other incentives. Aventis may circulate the invitation, but will not select participants or persuade you to take part. Interested people contact me privately; I will not request student or alumni contact lists.

Please volunteer only if you are willing and available to take part in both the Action Learning set and the individual interview. Your initial written consent covers both stages. You remain free to decline any question, take a break or stop either stage without giving a reason or penalty. Your decision and feedback will not affect your educational standing, assessment or current or future professional relationship with me. Individual refusals or withdrawals will not be reported to Aventis as an evaluation of you.

If you attend the set and later decline an interview, the other participants' interviews may still proceed.

What does participation involve?

Participation involves brief eligibility checks and preparation, one 120-minute online Action Learning set, and one private 45–60-minute interview within seven days of the set. Both stages will be conducted in English through Zoom. Allow approximately **2¾–3 hours in total, plus brief preparation and any optional transcript review**. The dates and times, stated in Singapore time, and access arrangements will be provided before you confirm participation. Please tell me privately about any accessibility arrangements you would like to discuss.

Before the session

You will receive this sheet, the Participant Consent Form (Appendix C) and Psychological Lenses for the Action Learning Session (Appendix F) by email before deciding whether to participate. You may read the handout beforehand; choose your lens at the set opening. The Participant Eligibility and Background Form (Appendix E) supports private eligibility checks. Dates and practical arrangements will be coordinated separately by email. Brief coded coaching/training context is collected only after written consent. No certificates, medical histories or identifying client information are needed. Ask any questions before signing; you will receive a copy of your consent form.

The problem presenter's proposed issue will be checked privately for suitability in advance, without requiring a detailed personal history. The issue may be personal or professional, but must be bounded and non-clinical. Current crises, trauma processing, sensitive disciplinary disputes and issues requiring clinical or safeguarding intervention are outside the activity's scope. Please avoid identifiable client cases and unnecessary details about other people.

During the Action Learning set

The two hours include a short introduction to the World Institute for Action Learning (WIAL) process, contracting and confidentiality ground rules, clarification of the problem presenter's issue, shared questioning, reflection on possible action, descriptive feedback and a closing debrief. The introduction explains Action Learning; it does not teach the psychological

approaches. For background, see WIAL's "What is Action Learning?" at https://wial.org/action-learning/.

During the opening, all participants, including the problem presenter, will choose and agree an approach they have studied and are familiar with, preferably from the Psychological Lenses for the Action Learning Session (Appendix F). Another familiar approach may be agreed within the study's scope. No more than two participants will use the same lens, including the problem presenter. You will not be required to use an unfamiliar approach, and you may adapt or set aside your lens as the discussion develops.

Questions and feedback will be used for reflection, without grading or judging whether you have used a lens correctly. Peer and self-feedback are voluntary, descriptive and non-evaluative. There is no requirement to disclose sensitive personal information or demonstrate improvement.

The set, including its debrief, will not be recorded or transcribed. I will not retain verbatim group dialogue as research data. Members will agree not to record, take screenshots or use AI meeting assistants, although another member's compliance cannot be guaranteed.

During the individual interview

You will be invited to describe your experience of the set in a private 45–60-minute interview within seven days. I will reconfirm willingness to continue before starting live transcription. Indicative questions include:

- What was it like to draw on your chosen lens while listening and asking questions?
- What, if anything, helped or made it difficult to participate or learn?
- What felt helpful, unhelpful or unchanged? If you were the problem presenter, how did you experience the questions and make sense of your issue?

You may criticise the activity or my facilitation, report no benefit, or decline questions about either. I am both facilitator and interviewer and may have expectations about the activity; I will use neutral questions and reflect on these influences with my supervisor. I will not use your interview comments to make professional decisions about you.

Interview accounts are the main research data. Brief coded background (collected after consent) and separately recorded opening lens choices provide context. I will analyse patterns and differences across accounts and keep a reflexive record of my own assumptions and decisions. I will not track whether you subsequently carry out an action or use the group as a covert observational dataset.

Will the interview be recorded, and can I review the transcript?

The interview will use live transcription without retained audio or video recordings. Live transcription processes spoken audio; temporary audio or platform copies will be handled and deleted under the study's configured data-management arrangements. No AI meeting assistants or generative AI analysis of your data will be used.

Because no audio will be retained for later checking, I may clarify unclear wording during the interview. You will be offered a secure copy of your own transcript, with **7–10 days** to check it; the accompanying message will give an exact return date before the withdrawal deadline. You may correct transcription errors, clarify your account or request removal of material you do not wish to contribute. One gentle reminder will be sent if needed.

Review is optional. If you do not respond, the original transcript may be used under the consent you give to these arrangements. It will be marked **"review not received"**, not "confirmed". Unclear passages will remain unresolved rather than being guessed. Your transcript review concerns your own account; you will not be asked to approve the research

themes or final report and will not have a general veto over the researcher's interpretations. You can still raise confidentiality or privacy concerns.

What happens if I change my mind?

You may stop participating or decline questions at any time without giving a reason or penalty. You may request removal of all or part of your interview contribution **up to and including 15 January 2027** by emailing **alexwong440@gmail.com**. I will confirm receipt and the action taken. Necessary consent and administrative records will remain subject to their stated retention arrangements.

After that deadline, removal from the analysis or completed outputs may no longer be possible. Information already heard by other group members cannot be removed from their knowledge, and publicly disseminated material cannot necessarily be recalled. You may still contact me, my supervisor or the University's Data Protection Officer about privacy or data-protection concerns.

What are the possible benefits?

You may gain an introduction to WIAL Action Learning, fresh perspectives and an opportunity to reflect on using a familiar psychological lens in peer questioning.

The problem presenter may identify possible next steps on their issue; other members may learn through listening, questioning and reflection. The interview offers a further opportunity to articulate the experience. These benefits are possible, not guaranteed. Mixed, difficult or unhelpful experiences are equally relevant.

What are the possible risks and how will they be managed?

Temporary anxiety, embarrassment or emotional discomfort may arise when discussing a difficulty, acknowledging uncertainty, receiving questions or feedback, or reflecting during interview. You may also feel reluctant to criticise me or concerned about how familiar peers perceive you. Confidentiality within a group cannot be guaranteed, and other members may recognise your contribution in a quotation or description.

I will check the problem presenter's issue for suitability, establish respectful boundaries, invite concerns and respond to signs of discomfort. You may decline questions, pause, change or end a topic, or stop. If distress arises in the set, I will pause the group activity before checking privately with you; in an interview, I will pause questioning and transcription. If you disconnect unexpectedly and I have a welfare concern, I will attempt a brief private check-in without pressuring you to return.

If serious distress occurs, I will stop the activity, check privately, signpost appropriate professional support, document necessary incident information securely and notify my supervisor. I may offer a brief welfare follow-up. I will remain within my competence; the study does not provide therapy. An immediate safety concern may require appropriate urgent assistance. I will explain relevant confidentiality limits before consent.

What about privacy and confidentiality?

You will be known to me and the other set members. I will use an internal research code in place of your name in transcripts, analysis files and reported quotations. This is **pseudonymisation**: a separate identity key means your account can still be linked to you by authorised people. It is not complete anonymity.

You will agree to keep other members' identities, contributions and issue details confidential and not attribute them outside the group. Please avoid names and unnecessary identifying

information about clients, colleagues, family members or others. I will redirect unnecessary identifying disclosures. A suspected confidentiality breach will be addressed promptly, documented securely and discussed with my supervisor, including its implications for you and the use of affected material. I cannot guarantee another member's compliance or undo what someone has heard.

I will remove or generalise unnecessary identifying details and review combinations of background, lens choice and issue details before reporting findings. Particular care will be taken with the problem presenter's distinctive role. Even so, a group member or someone familiar with your circumstances may recognise a description or quotation. Complete anonymity cannot be guaranteed.

Individual interview transcripts and identifiable feedback will not be shared with other set members, recruitment gatekeepers or employers. Personal information will be disclosed only where there is an appropriate basis, for example where necessary to respond to a serious safety concern or meet a legal requirement. Any disclosure will be limited to necessary information.

How will my information be stored and who can access it?

During the study, research files will be held on encrypted, password-protected devices and in my personal pCloud account, using encryption during transfer and storage, strong passwords and multi-factor authentication. Interviews and the set will use my personal paid Zoom account. Temporary files, platform copies and backups will be managed under the same security and retention arrangements. Successful transfer will be checked before unnecessary copies are deleted.

Consent forms, contact details and the identity key will be stored separately from pseudonymised transcripts and analysis files. Access will be restricted to me and authorised University personnel where necessary for supervision, assessment or research oversight. Service providers will process information as necessary to deliver the configured online, transcription and storage services. You will receive only your own transcript through secure, individually restricted sharing.

Completed consent forms will be retained securely for **five years after your last research activity**. Interview transcripts, analysis files, the identity key and associated research records will be retained for **five years after the project's formal closure**, to support assessment and authorised research verification. After project completion, I will remain responsible as principal investigator, with records held in the University's approved secure, access-controlled research storage system. Files, identity keys and recoverable copies will be securely deleted or destroyed at the end of their applicable retention periods.

How will the findings be used?

Findings will be presented in my MSc research report and assessment presentation, with access by authorised University personnel for supervision, assessment and academic oversight. I also intend to seek opportunities to publish or share findings through **WIAL**, for example in a research paper, practitioner article or presentation for its professional community. These outputs may be publicly accessible. Publication or acceptance is not guaranteed.

Public outputs may include themes and selected pseudonymised quotations from your interview within the scope of your consent. Details will be removed or generalised to reduce identification, but someone may still recognise your account. Raw transcripts, participant background records, consent forms, contact details, the identity key and working analysis files will not be released as a public dataset.

How will I be debriefed?

The set will end with a brief verbal debrief within the two-hour session. You may reflect, ask questions or request a private check-in; you do not need to disclose discomfort publicly. At the end of the interview, I will check how you are feeling, invite final clarification and explain transcript review and withdrawal again. You will receive a written debrief sheet with these arrangements and support/complaints contacts.

How do I give consent?

If you decide to take part after reading this sheet and having your questions answered, please sign and return the separate Consent Form through the agreed secure electronic process. You will receive a copy. It covers both stages, the group confidentiality agreement, interview live transcription, transcript-review arrangements and the intended use of themes and pseudonymised quotations, including possible public sharing through WIAL. Attendance, expressions of interest and silence will not be treated as initial consent.

Who can I contact with questions or concerns?

Researcher: Alex Wong — alexwong440@gmail.com

Supervisor: Ms Yasmin Abdeen — yrauff@gmail.com. Yasmin supervises the study and can receive concerns if you prefer not to contact me.

For an independent discussion about research conduct or your rights as a participant, contact the **University of Chichester Research Office** at research@chi.ac.uk or **+44 (0)1243 816000**. For data-protection questions or concerns, contact the **University Data Protection Officer** at dpofficer@chi.ac.uk. These are research and University contacts, not emergency services; urgent support should be sought through appropriate local services.

Thank you for considering participation. Please keep this sheet for your information.