

Quest: A Retrospective

Time required: 2h



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Summary



What should I do?

- **Organize and lead a retrospective in your work team.** Choose a time period for people to focus on - it could be the last 2 weeks or a month - whatever makes the most sense for your work.



Why should I do this?

- Retrospective is a key element in adopting an attitude of **continuous learning and improvement**.
- **Organizing and leading** a retrospective is an essential skill for any leader/manager position.
- **Getting feedback** is a very effective way to learn and improve skills in yourself others.
- The idea of **working in pairs** is very strongly supported here. Instead of "playing in your sandbox" you are automatically in "WE" mode, preparing the meeting together, running it together, together you evaluate. The result is better quality, faster growth and increased internal motivation for a common goal.

When am I done? (evaluation criteria)



- **I realized (with my representative) one retrospective** (if the team is big, we can do in 2 smaller groups).
- **The representative and I gave each other feedback** on the progress and conduct of the retrospective.
- I have prepared my observations and lessons learned from this task (about **3 minutes**) so that I can share them with others in the development program.

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Instruction



1. Make an agreement with your representative with whom you will lead the meeting and agree on who will facilitate the meeting and who will only listen to the discussions and take notes as an observer.

2. Plan and prepare the retrospective together. In the case of a large group, we recommend splitting up groups of max. 10 people - we recommend 8.

3. During the retrospective

- Facilitator

i. Prepare a Flipchart with 3 categories

1. "What went well?"

2. "What could be improved?"

3. "Action Steps" ii. Ask your team to take turns

by brainstorming (in 5-10 minutes) he generated the topics he wants to discuss based on the first two questions above. After the

brainstorming is over, ask them to take one after the other

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the other went and stuck their slips on the board and gave a short context (1-2 sentences) to each slip.

iii. After adding the last slip, combine similar topics. iv. vote (e.g. 5 votes/ dash) on the topics he wants to discuss.

Let everyone

in. Pick the first 3-5 topics you want to discuss and start discussing what it is and what can be done to improve it.

vi. Write the agreed action steps in column 3 on the board.

vii. Time limit each topic discussed to 10 minutes, if the group agrees, you can spend more time on it.

- The observer "just listens and makes notes/observations", does not intervene in the process.

4. Afterwards, in pairs, do a retrospective of the retrospective. The facilitator shares his feelings and perception of retro, the observer shares their notes, observations and feedback on how to improve.

5. Plan another retrospective, but this time switch roles.

6. Prepare lessons/observations to share with others (max. 3 minutes), we will discuss together at the beginning next module.

- Try to pick out **lessons/insights that might be of interest or inspiration to others in the group, especially what the key challenges were,** how you dealt with them, tips, etc.

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