



Leveraging a Look Back to Leap Ahead 2.23.21

Thank you to our panelists!

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What is a Retrospective?

- Intentional time to reflect and adapt
- Best if done every 2-4 weeks
- Incremental improvements
- Focus on up to 3 things

Why is a Retrospective Important?

- Provides a platform to celebrate successes and identify areas of improvement
- Creates transparency
- Allows for continuous iteration and improvement
- Encourages collaboration
- Builds trust within the team

3 Key Components of a Retro

- What went well?
- What didn't go well?
- What can we improve?
 - Specific and tangible actions

Best Practices to a Successful Retro

- Make sure everyone gets to participate by using **Brain Writing** - everyone writes down their thoughts to contribute before anyone speaks and add to a white board (virtual or IRL)
 - This way no one person dominates the discussion.
 - "Affinity mapping" - group like sticky notes together to identify common themes
- Make it creative
 - 4Ls - what you Live, Learn, Lacked and Longed For
 - Sailboat - wind in your sails, rays of sunshine, what's weighing you down
 - Weather - sunshine, rainy, cloudy
- Make it fun
 - Do it over coffee or happy hour, use a virtual dart board with topics as targets
- Define 2-3 action items to focus on for next steps

"Take Five" Exercise

On a scale of 1-5 determine how the retro met the objective

*[Miro Board](#) is a dynamic and interactive presentation tool.