

6 Tips for Better Retrospectives

1

PLAN AHEAD



2

GET PEOPLE ENGAGED EARLY



Regardless of what we discover, we must understand and truly believe that everyone did the best job he or she could, given what was known at the time, his or her skills and abilities, the resources available, and the situation at hand.

■ NORMAN KERTH

KERTH'S **PRIME DIRECTIVE**

3

CREATE A SPACE



4

TRACK YOUR ACTION ITEMS



5

START WITH PREVIOUS ACTIONS



DOES ANYONE REMEMBER THE ACTION ITEMS FROM THE LAST SPRINT?

6

HAVE FUN



Retrospective Planning Sheet

<p>PLAN FOR THE RETRO IN ADVANCE</p> <p>Goal: Create a safe space, make the retro effective and complete within the timebox</p> <ul style="list-style-type: none">▪ Location▪ Materials and Tools to be used▪ List of Attendees so you can call roll or tick off upon arrival	
<p>#1 Set the Stage (Start: _____)</p> <p>Goal: Create safety, invite everyone to participate</p> <ul style="list-style-type: none">▪ Provide an overview of the retro▪ Congratulate team on completing the Sprint▪ Make sure only team members attend in person or by phone▪ Get people talking within the first 5 minutes	
<p>#2 Gather Data (Start: _____)</p> <p>Goal: Bring information into the discussion:</p> <ul style="list-style-type: none">▪ Share information about the team's performance, effectiveness and enjoyment▪ Gather Team perspective using various questions/categories▪ Review Definition of Done, Definition of Ready and make necessary adjustments etc.	
<p>#3 Generate Insights (Start: _____)</p> <p>Goal: Go below the surface to understand root causes</p> <ul style="list-style-type: none">▪ Root cause analysis – 5 whys or simply ask, why did this occur?▪ Avoid creating defensiveness or blaming anyone▪ Encourage team to take ownership rather than put responsibility outside themselves	
<p>#4 Decide what to do (Start: _____)</p> <p>Goal: Narrow options to 1-2 that team has energy about and can focus on</p> <ul style="list-style-type: none">▪ Dot vote to narrow choices down to just one or two items▪ Break into small teams and Develop Action Plans▪ Present Action Plans to Group▪ Add to team Task Board or Small Kaizen board	
<p>#5 Close – (Start: _____)</p> <p>Goal: End on a positive note</p> <ul style="list-style-type: none">▪ Thank them for investing in the retrospective▪ Invite them to give Affirmations – (Acknowledge a specific person for a specific thing.)▪ Close on 1 Word for feelings	