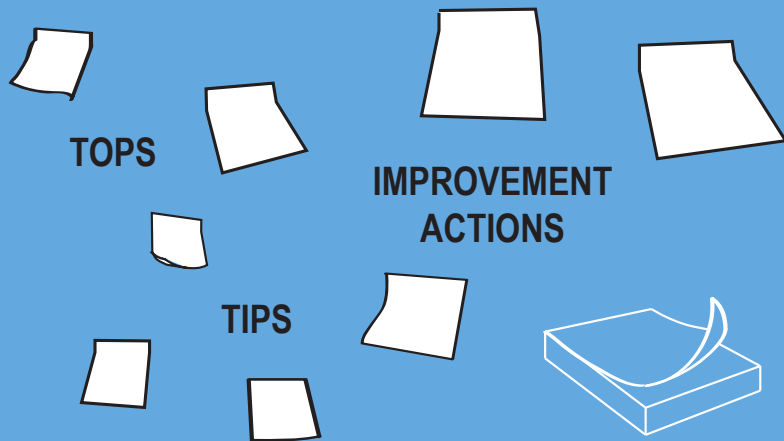


# RETROSPECTIVE

*Goal: Improving work in project organisations by identifying causes and discussing potential solutions*

Retrospectives are dedicated sessions used by teams to reflect on their process and improve their work. Teams of knowledge workers in our organisations today need autonomy to perform their tasks. The role of the manager is to create a suitable environment for the teams to be effective. Retrospectives are meetings in which teams can reflect on their process to uncover what works for them and what could be improved in delivering their work.



### How can I use it?

This workshop provides an exercise to improve project management across different organisational roles.

- 1 Write down what you think works well** within the team on green sticky notes. (5 min)  
Present and group these "tops". (10 min)
- 2 Write challenges** the team faces on red sticky notes. (5 min) What can be improved? Present and group these tips. (10 min)
- 3 Discuss** tips plenary
- 4 Identify improvement actions** (10 min)  
Write concrete improvement actions on yellow sticky notes.
- 5 Follow up on improvement actions.**