



AgilityHealth[®] Retrospective Agenda

Facilitated Assessment

Use the below agenda during a facilitated assessment where team members will have immediate access to the assessment results. Timeframe: 3 hours

Deliverables:

Complete the assessment to generate the radar
Develop 1-3 Team Growth Items and 1-2 Organizational Growth Items

Agenda:

- Introduction (10 minutes)
 - Meeting Norms, Review Agenda, Confirm Participants
- Take the Assessment (50 minutes)
 - Facilitate the assessment by dimension, sub-dimension, or by individual question based on the team/organization culture and team experience with AgilityHealth[®]
- Break (10 minutes for break)
 - <Facilitator reviews the results in advance>
- Review the Results (15 minutes)
 - The team members review the radar dimension and comments, jot down observations on stickies or collaboration tool; Compare to previous assessments.
- Team Breakouts (45 minutes)
 - Team collaborates on the dimensions- each group reviews 1 or 2 dimensions and provides top strengths and improvements.
- Build Growth Plan (35 minutes)
 - Review the list of improvements and dot vote top 2 to 3 for the teams to prioritize growth items; Identify top 1 or 2 for leaders (organizational items)
- Close the Retro (15 minutes)
 - Appreciation activity; capture next steps, retro of the retro.



AgilityHealth[®] Retrospective Agenda

Non-Facilitated Assessment

Use the below agenda when team members are taking the assessment in advance and will have access to the assessment results during the retrospective. Timeframe: 2-2.5 hours

Pre-work:

Team members take the assessment on their own (preferably the same day, no longer than one week prior)

Deliverables:

Develop 1-3 Team Growth Items and 1-2 Organizational Growth Items

Agenda:

- Introduction (10 minutes)
 - Meeting Norms, Review Agenda, Confirm Participants
- Review the Results (15 minutes)
 - The team members review the radar dimension and comments, jot down observations on stickies or collaboration tool; Compare to previous assessments.
- Team Breakouts (45 minutes)
 - Team collaborates on the dimensions- each group reviews 1 or 2 dimensions and provides top strengths and improvements.
- Break (10 minutes)
 - <Facilitator reviews the results in advance>
- Create Growth Plan (35 minutes)
 - Review list of improvements and dot vote top 2 to 3 for the teams to prioritize growth items; Identify top 1 or 2 for leaders (organizational items)
- Closing the Retro (15 minutes)
 - Appreciation activity, capture next steps, retro of the retro



AgilityHealth® Retrospective Agenda

Best Practices for the AgilityHealth® Retrospective Assessment:

Scheduling the Assessment:

- Include the assessment within the facilitated retrospective when:
 - Team is taking their baseline/first time taking the assessment as a team/new member
 - Team needs additional guidance and support to understand questions consistently
 - Team needs time to focus, free of distractions or interruptions
- Have team members complete the assessment prior to the retrospective when:
 - Team has experience with the AgilityHealth® retrospective process
 - Team members need flexibility in scheduling their time (distributed team, varied responsibilities)
 - Team needs to limit the meeting time to less than three hours
 - Team wants to spend more time discussing and developing growth items

When Assessment is Taken in Advance:

- Send the assessment out no more than one week in advance of the retrospective meeting. Ideally, the assessment is sent out the prior day.
- Provide clear instructions and a point of contact for any questions that team members may have as they take the assessment.
- Check in AgilityHealth® to see who has completed the assessment and follow up as needed to make sure all team members have submitted their responses before the retrospective.



AgilityHealth[®] Retrospective Agenda

Best Practices for Remote Teams/Virtual Facilitation:

- Have the team take the assessment in advance of the retrospective meeting
 - Send the assessment out no more than one week in advance of the retrospective meeting. Ideally, the assessment is sent out the prior day.
 - Provide clear instructions and a point of contact for any questions that team members may have as they take the assessment.
 - Check in AgilityHealth[®] to see who has completed the assessment and follow up as needed to make sure all team members have submitted their responses before the retrospective
- Make sure that all team members have access to login to AgilityHealth[®] and view the assessment results
- If the team will be in the same room and only the facilitator is remote, work with the Scrum Master to assist with communication and in-person facilitation
- Use an online meeting service that supports screen sharing, and use video conferencing when possible.
- Use an online collaboration board (such as IdeaBoardz) for the activity where team members break into small groups and discuss the dimensions.
 - Have each person/group post their observations so they are visible.
 - Use features within the online collaboration board for the dot voting exercise, when possible (for example, IdeaBoardz has a voting feature)
- Provide opportunities for everyone's voice to be heard. If not all team members are remote, check in frequently with remote team members to get their input.
- Conduct a quick retrospective for the meeting at the end to get ideas for improvement and learn what is working well.