SCARLET
SPARK

Sample Retrospective
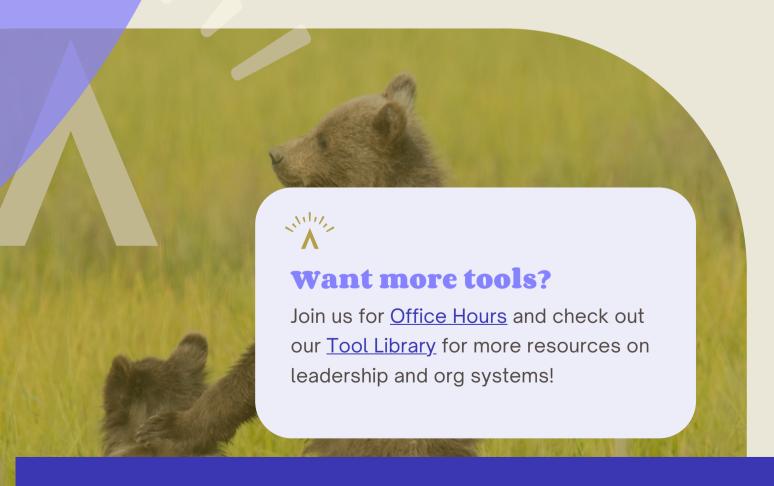
People Skills for Animal People

Why hold retros?

Accelerate your org-wide learning, accountability effectiveness, alignment, and progress with these deliberate pause, celebration, and reflection points.

Retrospectives best practices:

- Hold retros monthly or at the end of every project.
- Frame them as a time to learn, not critique or defend.
- Rotate facilitators and notetakers.
- Set aside 30-60 minutes for each session.
- Give each person a chance to answer the questions live or answer asynchronously (e.g., Google Doc, Post-its) and discuss next steps live.

Want more tools?

Join us for Office Hours and check out our Tool Library for more resources on leadership and org systems!

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Instructions

Select the questions that are most relevant to your project, goals, team, or culture:

Look back:

- How close did we get to reaching our goals?
- What went well? What factors contributed?
- What did not go as well as we'd like? What factors contributed?
- What was surprising, unplanned, or unexpected?

Look forward:

- What lessons can we extract and apply?
- What obstacles, risks, or challenges does it help to prepare for now?
- What should we keep doing (or do more) to build on what worked well?
- What should we stop doing (or do differently) to address what didn't go well?

Pro-tips:

(1) Select a very small number of changes you'd like to implement. (2) Write down your commitments. (3) Assign owners to implement any agreed upon changes.

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Next Steps

- Make a plan to implement what you've learned.

- Review the plan together to confirm that everyone is aligned on what will change (or not).

- Especially when your team is new to retros, check in with them. Ask:

  - Did you feel heard?

  - Did anyone think of relevant points or ideas after the fact?

  - What can make the next retro better?

After your next project:

- Check on the plan. Did you successfully troubleshoot issues you identified in your last retro?

  - If so, what worked well?

  - If not, was didn't work well?

  - How might we tweak our retro process to get better results?

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About Scarlet Spark

Scarlet Spark is a nonprofit dedicated to the people side of the animal protection movement. We offer evidence-based training, consulting, and coaching focused on improving organizational culture, leadership, performance, engagement, retention, diversity, equity, inclusion, and overall effectiveness.

Our goal is to help build workplaces that lead all animals to flourish, humans included.

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