Growth Performance

STRUCTURED REFLECTION & ACTION

Team Retrospective Planner

A retrospective is one of the most powerful team development tools available, if it leads to action. Use this planner to structure a retro that generates real learning and real change.

What makes retrospectives work: Psychological safety (people say what they really think), honest facilitation (not just the loudest voices), and a direct link to concrete actions. A retrospective without action items is just a complaint session.

RETROSPECTIVE DETAILS

DATE

PERIOD / SPRINT / PROJECT COVERED

FACILITATOR

ATTENDEES

WARM-UP QUESTION (ASK EVERYONE TO ANSWER BRIEFLY BEFORE THE MAIN RETRO)

WHAT WENT WELL?

Celebrate real successes, specific behaviours, decisions, or outcomes that made a positive difference. Avoid vague answers like "the team" or "communication."

#	WHAT WENT WELL (BE SPECIFIC)	RAISED BY
1		
2		
3		
4		
5		
6		

WHAT DIDN'T GO WELL?

Name problems honestly, without blame. Focus on systems, processes, and behaviours, not people. Ground rules: no defensiveness, no interrupting, no justifying.

#	WHAT DIDN'T GO WELL (BE HONEST)	RAISED BY
1		

2		
3		
4		
5		
6		

WHAT WOULD WE DO DIFFERENTLY?

Turn insight into intention. These are your candidate actions, vote on the top 3 to turn into commitments.

#	WHAT WE WOULD DO DIFFERENTLY	VOTES
1		
2		
3		
4		
5		

THEMES & KEY INSIGHTS

WHAT PATTERNS OR THEMES ARE WE NOTICING ACROSS THIS AND PREVIOUS RETROSPECTIVES?

ACTIONS (MAXIMUM 3: FOCUS BEATS VOLUME)

#	ACTION (SPECIFIC, MEASURABLE)	OWNER	DUE DATE	HOW WE'LL KNOW IT'S DONE
1				
2				
3				

NEXT RETROSPECTIVE DATE:

HOW DID THIS RETROSPECTIVE FEEL? (TEAM ENERGY / SAFETY / QUALITY OF CONVERSATION)

Want help putting this into practice?

Growth Performance builds the human advantage in an AI-driven world, with people, teams and leaders.

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