SPOTLIGHT ON LESSONS LEARNED

LESSONS LEARNED

Carrying out a Lessons Learned discussion is a great way to reflect upon how you and your team managed change. By acknowledging the successes and failures that you experienced in an open, honest and constructive manner, you will unlock a multitude of opportunities to ensure you are better prepared for the future.

Visit our website for a FREE copy of our Lessons Learned template

KEY TIPS FOR A SUCCESSFUL LESSONS LEARNED SESSION

1. Be honest and be constructive
2. Don't just talk about it... ACT upon it
3. Invite a variety of people who can think from different perspectives
4. Capture any actions, assign an owner and make sure to follow up!
5. Keep the session structured and ensure all notes are captured and re-issued. A template can help with this.

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