



FarmDemo

TOOL FOR TEAM REFLECTION

Authors: Herman Schoorlemmer, Ellen Bulten

Tool for Team Reflection

The aim of this tool is to support the reflection process of an organisation team on a demo event after the event has ended.

SETTING AND MATERIAL FOR THE REFLECTION PROCESS

- Sit in a comfortable position in a way that everybody can see each other (e.g. at a table, in a circle).
- Flip-overs
- Post-its
- Pens / markers
- Tape

DESCRIPTION OF THE PROCESS

STEP 1	The moderator (e.g., Hub coach or hub monitor) explains the goal and method of the evaluation and stimulates participants to ask open questions
STEP 2	The moderator writes down the following key-questions on a flip over <ol style="list-style-type: none">1 What did we want to achieve (our objectives)?2 Were we successful in reaching our objectives? How do we know that?3 Do we have an explanation for success or failure?4 Was the recruitment successful? Why or why not? What was appealing for the participants?5 How was the demo event organised? What was most interesting?6 Are there indications that the participants will apply what they witnessed? Or where there certain barriers?
STEP 3	Ask the key questions to the group one by one, or let another participant ask a key question. Explore the answers by open questions (Why? What? How?). Write answers in keywords on flip-over. (If your group is bigger than 5 persons, than you could make use of post-its. Give every person 3 minutes individual time to write down his/her answer on a post-it. One answer per post-it. Collect and cluster the post it's on a flip-over. Reflect on the answers)
STEP 4	Summarize main insights with the group by answering the following questions and make sure lessons learned will be taken into account for the next demo event. <ol style="list-style-type: none">1 What went well and should we repeat for next demo event?2 What should we change next time?



NEFERTITI PARTNERS



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement N°772705.

MORE TOOLS ON

trainingkit.farmdemo.eu