Retroaction

Analyse failures and successes to learn from them

Following an event, the Retroaction activity, involves analysing and sharing the positive and negative aspects of an event in order to learn lessons for the future. This activity begins with general and individual feedback on past experiences, followed by a more in-depth group analysis. The final part is devoted to identifying areas for improvement and implementing concrete actions for progress.

Number of participants: 4 - 16

Estimated duration: 2h

Duration	Step name	Notes	Mode and Rights	Content	Tools
5 mins	Activity presentation	**Notes** - Explain the objective and procedure of the activity to all participants. - Present the situation to be explored.			
5 mins	Individual reflection	**Notes** - Ask participants to use their personal notes to answer the questions. - Start the timer. **Instructions** Answer each question individually.			00 h 05 m 00 s
10 mins	Pair exchange	**Notes** - Organise the distribution of pairs across the different tables. - Start the timer. **Instructions** Share and discuss your answers with your partner.		Instructions - Retroaction - Pair exchange	00 h 10 m 00 s

20 mins	Collective analysis	**Notes** - Send the announcement. - Start the timer. **Instructions** Within your group, analyse your shared experience by answering the questions at your table.		Notes - Retroaction - Collective analysis	00 h 20 m 00 s Join a ‘Group’ table with your partner so that there are four people around the table.
30 mins	Restitution 1	**Notes** - Send the announcement. - Project the various collaborative notes onto the central table for presentation. **Instructions** Share your group's analysis with the rest of the participants.			Come back to the main table.
20 mins	Commitment plan	**Notes** - Organise the distribution of groups among the different tables. - Start the timer. **Instructions** Within your group, draw up an engagement plan by answering the questions at your table.		Notes - Retroaction - Commitment plan	00 h 20 m 00 s
30 mins	Restitution 2	**Notes** - Send the announcement. - Project the various collaborative notes onto the central table for presentation. **Instructions** Share the plan established within your group with the rest of the participants.			Come back to the main table.

Legend:

Facilitation mode:

- Independent tables
- Synchronised tables

Participant rights:

- Table library access + Content interactions + Speech
- Content interactions + Speech
- Speech only
- Raise hand