TEN-MINUTE TEAM DISCUSSION

Sharing What You Heard

Use it when: After your first one-on-ones as a new team lead or captain.

The situation: You've met with each person individually. Now share the themes with the whole team so people know they were heard.

LEADER OPENS WITH

Work: "Thanks for the time over the last couple of weeks. Here's what I heard from you, and I want to check I got it right."

Team or club: "I talked to most of you one-on-one. Here's what came up, and I want to know if I missed anything."

Run it

1. 2 min Share the two or three themes that came up most: "Here's what I heard from you."
2. 5 min Ask: "Did I get that right? What's missing?" Let people correct you.
3. 3 min Name the first thing you'll work on, and ask one person to help you check progress in two weeks.

We agreed

Check-in owner: _____ **Date:** _____