

Return to work - team relaunch online meeting agenda

Outcome	Process	Participation	Time
Understand our Business situation and implications for our team	<ul style="list-style-type: none"> Send written business update in advance Summarize key points only at meeting (1 slide) Discuss and take questions from participants Capture any outstanding questions or issues for further communication 	<ul style="list-style-type: none"> Send out business update in advance, Live questions and discussion by voice and chat 	30 minutes
Share and gain agreement on next 6-month's priorities	<ul style="list-style-type: none"> Share any "givens" or "must do" priorities What priorities and goals remain - focus What priorities and goals are now not relevant – stop Summarise in writing onscreen or afterwards 	<ul style="list-style-type: none"> Share initial thoughts in advance and ask participants to consider their priorities and be ready to share Participants share their input on personal and team priorities Discuss 	30 minutes
Understand the timing and logistics of the return, identify outstanding issues for this team	<ul style="list-style-type: none"> Check our understanding of the company approach Discuss how this applies specifically to our team Capture outstanding questions we cannot answer for now, allocate responsibilities to find out Put together a plan of work on outstanding team issues 	<ul style="list-style-type: none"> Share any company documents in advance Initial voice or chat questions around company arrangements Discuss specific challenges in your team not covered by company approach, If team is larger than 6- small group work in breakout rooms and report back, capture in notes or whiteboard Discuss and use chat to identify other areas of concern not covered by overall company announcements Discuss what we need to do to bring sufficient clarity 	30-50 minutes
Break or split into 2 sessions			
Share experiences so that people feel recognized	<ul style="list-style-type: none"> Share positive and difficult experiences from the lockdown period Link forward onto next item, what have we learned and what will we do differently as a result 	<ul style="list-style-type: none"> Ask people to prepare in meeting prework Round table highlights – get people to put their most positive experiences in chat, call out some of them to discuss Same for most difficult experiences Discuss For a longer session get people to draw an image /slide that summarizes their experiences and share in turn 	30 minutes
Capture learning on way of working, what should we – keep, stop, improve, and what skills we need for this.	<ul style="list-style-type: none"> What have we don't differently during this period that we should keep doing? What old or new practices should we stop doing What aspects of how we work together still need to be improved in this new way of working What skills do we need to improve to work this way? Develop a plan 	<ul style="list-style-type: none"> Ask people to prepare in meeting prework Prepare slide with 4 quadrants – keep, stop, improve, skills Get participants to type answers into the 4 quadrants, or use chat to capture ideas on each Discuss, agree next steps (split into breakouts to discuss the 4 quadrants in larger teams) 	45 minutes