
Recruitment and Retention WIN Meeting

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Weekly meeting to discuss metrics, conduct round-table, address roadblocks, innovate, and celebrate meeting goals.

METRICS (10-MINUTES)

- What are the two things we are trying to achieve?

Summary:

Next Steps:

_____	_____
_____	_____
_____	_____

- How do we compare with our competitors?

Summary:

Next Steps:

_____	_____
_____	_____
_____	_____

- Where are we now compared to what we forecasted?

Summary:

Next Steps:

_____	_____
_____	_____
_____	_____

- What can we do differently to increase efficiency and effectiveness?

Summary:

Next Steps:

_____	_____
_____	_____
_____	_____

ROUND-TABLE PLAN FOR THE SPRINT (20-MINUTES)

- What is everyone working on for the next week (or until the next meeting)? Prepare your share in advance of the meeting to allow more time for strategizing and making decisions.

Summary:

Next Steps:

_____	_____
_____	_____
_____	_____

ROADBLOCKS (10-MINUTES)

- Determine roadblocks and get a sense of some of the larger issues the team is struggling with. This is a huge opportunity to increase the productivity of the team for the next sprint.

Summary:

Next Steps:

_____	_____
_____	_____
_____	_____

WIND-DOWN (15-MINUTES)

- As a team, is there anything we should START doing?

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Summary:

Next Steps:

As a team, is there anything we should STOP doing?

Summary:

Next Steps:

How can I better support you?

Summary:

Next Steps:

SHOUT-OUTS (5-MINUTES)

🎉 Who deserves a shoutout? What did they do?

Summary:

Next Steps:

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