

Results discussion guide

This guide helps you to **prepare** and **run efficient results discussions** in your team. It can be used by **managers** and **everyone else** who would like to moderate a results discussion.

Find out what helps your team do a good job and what stands in its way. Make work work better by improving your collaboration and tailoring your working environment to your needs.

Goals of the results discussion

- ✓ Understand feedback
- ✓ Identify topics where improvements are needed
- ✓ Define improvements and responsibilities

This is the third step in your journey to improve collaboration with Pulse Feedback.



1 Prepare
Explore results individually.

2 Warm up
Get ready for the discussion.

3 Collect topics
Jointly identify the key topics that need to be discussed.

4 Define future & actions
Discuss how the future should look like and how you will get there.

5 Communicate
Share learnings & planned measures.



1. Prepare

30-60 minutes

Organise a meeting with your team to discuss the results and prepare content and materials.

Book date and room

Set a **date** and reserve a suitable **room** for a dedicated meeting that lasts **at least one hour**.

The room should enable the group to speak freely, work in sub-groups, and take notes collectively. Offline works better than online, standing and moving around is more energising than sitting at a desk.

Instruct team

Ask the team members to **prepare** for the meeting by using the [results explorer](#) and to bring their topics on post-its.

Get ready

Complete the [results explorer](#) for yourself and write your topics on post-its.

Prepare the **workshop materials** (e.g. post-its, pens, workshop canvas, timer, chocolate).

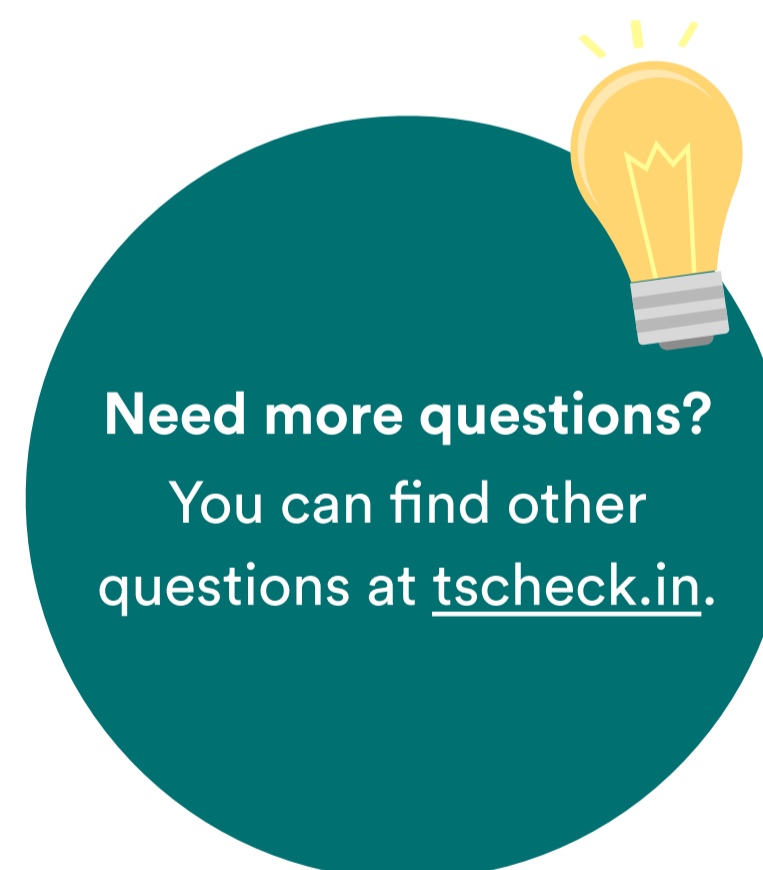


2. Warm up for the discussion

10-15 minutes

The warm-up helps the group to learn how everyone is doing right now and to learn something new about each other. The group **selects one of the questions** below and then **everybody provides an answer**.

- Which non-work related skill would you like to learn?
- What was your first job?
- When was the last time you danced?
- When did you leave your comfort zone lately?
- Which superpower would you like to have today?
- Have you ever met anyone famous?
- What was something you changed your mind about lately?
- What makes you geek out?
- Who do you want to swap lives with for one day?



3. Collect topics

15-30 minutes

Jointly identify **2 or 3 key topics** that can be found in the comments.

List them in the **text boxes below**, on our [results discussion canvas](#) or a **wall**.

Frequent likes

Frequent wishes

Discussion questions

- Which topics can be grouped together?
- What topics or topic groups should we discuss today?
- What should we delve into at another time?



4. Define future & actions

20-45 minutes

For each selected key topic, start by defining how the desired future should look like. Then explore the measures that can be taken to achieve this future.

Desired future



Actions

Discussion questions

- How should the future look like a few weeks or months from now?
- What will you continue doing, change, start or stop to bring about the defined future?
- Who is responsible for which action and what are the timelines?



Good to know:
You can find helpful tools in our catalogue of improvement measures.

5. Communicate & debrief

15-30 minutes

Note what you would like to **communicate**. **Share** this page with others (e.g. management, other teams).
Conclude the session with a **short reflection**: What went well? What can you do better next time?

Insights

What helps us to do a good job

What stands in our way

Measures

What we will improve

What we think should be addressed by others

