



Project Checklist

Lessons Learned

Purpose: The purpose of this project is to learn about and apply the skills needed to run a lessons learned meeting during a project or after its completion.

Overview: Facilitate a lessons learned meeting for a team with which you are completing or have completed a project. This meeting is separate from your regular Toastmasters meeting. Organize and facilitate a discussion. Record the results into a document you and your team members can use to facilitate the current project or future projects. If you haven't already, give team members an opportunity to complete a 360° evaluation of you as a team leader. Finally, present a 5- to 7-minute speech in your club about the lessons learned meeting or your leadership experience.

This project includes:

- ▶ Facilitating a lessons learned meeting
- ▶ Documenting the results of the lessons learned meeting
- ▶ The 360° Evaluation resource
- ▶ The Lessons Learned Response Log
- ▶ The Metrics Log
- ▶ A 5- to 7-minute speech

The following list includes tasks for this project. Please remember, your project is unique to you. You can use the checklist here or complete the digital version in your project on Base Camp.

Before you can begin the Lessons Learned project, you must have completed a separate, larger project on this path that involved completing a task with a team. Please complete a different elective if your most recent project on this path did not involve team members.

Invite the team from your previous project to your lessons learned meeting.

Use the steps described in the Lessons Learned project to conduct your meeting.

Give your team members an opportunity to complete a 360° evaluation of you as a team leader.

Schedule your speech with the Vice President Education.

Write a speech about your experience during and after the lessons learned meeting.

Rehearse your speech.

When all components of your assignment are finished, complete your self-reflection by adding what you have learned to the last column of the Know-Wonder-Learned activity.

