To have in mind when doing The Weekli Process

〰 **Set the right expectations!**

Doing the Weekli process can contribute to the feeling of commitment and being in control among your employees. It also contributes to change through the actions of improvement that you together have identified. But you should might not expect major structural changes just by doing The Weekli Process. It may take longer time and require involving more people in the organization.

〰 **Rather small than big actions!**

The purpose of The Weekli Process is to be able to create changes together as a team. Preferably, decide on fewer yet concrete actions, than larger ones that are more difficult to implement. In that case, it can be difficult to prioritize and follow up and can thus be forgotten.

〰 **Don't forget the *How*!**

It is easy to start thinking big during The Weekli Process and come up with a lot of thoughts and ideas, but in the end, what is most important is the *How* to make sure the ideas also become reality.

〰 **It's not about finding scapegoats!**

It's easy to get caught up in discussions about *why* something was done or *who* did what. But try to look ahead and instead focus on what you can do together to create a better situation for you as a team.

〰 **Try not to get into a defensive position!**

It is easy as a manager to start trying to explain to your employees why certain things are in a certain way or why certain decisions have been made earlier. But try to look ahead and focus on what changes you can make going forward.

〰 **You are the facilitator!**

With The Weekli Process you involve your employees so that they feel that they can influence their own situation. Your role is therefore to take a step back and let your employees speak. See yourself as a facilitator; the person leading the conversation, taking notes and distributing the word. Your role is also to make sure you get something concrete out of the workshop.

〰 **You should not come up with solutions!**

As a manager, you are used to trying to find solutions and concrete actions. But in this process, the idea is that you take a step back to let your employees come up with the solutions. You can help them in the right direction but try to resist the impulse to come up with solutions. Let the team do the work! It will strengthen the sense of involvement, trust and responsibility in the team.

Good luck!