


## Process chart

Appoint someone as timekeeper. This person will make sure the group goes through step 1 to 5 in a structured manner.

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|-----------------------------------|--|---|
| 1. First impressions              |    |    |
| 2. First impressions: group start |    |    |
| 3. Feedback in the picture        |    |    |
| 4. Feedback analysis              |    |   |
| 5. Action plan                    |  |  |