

Publication of user templates on The Klaxoon Community

We are delighted that you want to share one of your activities as a template on The Klaxoon Community!

Here is a summary of the elements to take into account.

If you have any questions, we are available via the chat on klaxoon.com.

1/ Before you begin, things to prepare:

- Your publication profile: name, first name, job title.
- A photo or an avatar that represents you and/or your company.
- A clear title to present your activity (30 characters maximum).
- A description of your activity (minimum 300 words).



Our Holiday in Canada
A complete guide to prepare your holiday in Quebec & Montreal

 By KlaxCam Bridges Project Management

2/ Some tips for a successful template:

- The name** of the activity should reflect your methodology.
- The description** should reflect the purpose of your activity and describe the solution you provide.
- Users should be able to **understand your method and its benefits at a glance**. Then, they should be able to get the hang of the activity in just a few minutes.
 - If your template is a Board, create a visual, clear and structured path. Use your imagination to make this Board represent who you are or a world you like. The magic of the Board is that it offers infinite creative and visual possibilities, it's up to you!
 - If your template is not a Board (i.e an adventure, a memo...), use the description to explain the methodology.
- Of course, **you can take inspiration from the activity [templates](#)** already published to define your own approach. It should be unique and visually different. For instance, you could publish a speed boat template, with your own twist.
- Your template can address professional or personal life uses.

“
 Let's take a moment together and define your next team actions to be more efficient.
”

The retrospective comes from agile methods. It is a key element for continuous improvement within a team. Based on a chosen topic (project review, check-in, process redesign, etc.), this is an exercise that helps you assess what was a success and what needs improvement. It is an efficient method for teams to launch concrete actions based on their shared ideas.



Retrospective - the video!

IN PERSON **REMOTE**

SOME EXAMPLES

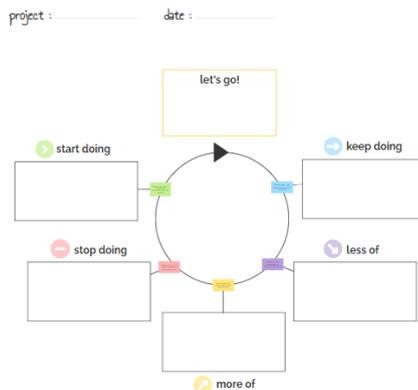
they're talking about it

template-retrospective.klx

retrospective

by Klaxoon preparation: 5 min difficulty: 2/5

the template: your playground



instructions

- 1 the launch**
- 2 the meeting**

disruptive **ideas** **questions** **prioritization** **moving to action**

You are now ready to share this activity with your team.
So get started today!

3/ Submit your template:

- Fill in the elements in the “About you” section.
- Make sure you have read our [terms and conditions](#) and that your activity does not contain sensitive or confidential content. The Klaxoon team reserves the right to edit content as needed.
- If you have any questions about **intellectual property** or copyright before publishing, here are some [answers](#).
- Fill out the rest of the **submission form**.
- Upload the **.klx** of your activity ([here's how to do it](#)).
- Watch your mailbox.** Our team will get back to you shortly to keep you informed of the publication steps.