

## Annual retrospective procedure

Retrospectives take place in January of each year. The questionnaire is distributed to employees at the beginning of December (at least one month before the meetings). Meetings are held with the following people, in the following order.

- For General Management: The Board of Directors' Evaluation Committee
- For Assistant Management: The General Manager with the support of the Board of Directors
  - A presentation of the results of the Assistant Director's retrospective will be made in camera by the General Manager to the member of the Board of Directors.
- Educator in charge: general manager and assistant manager
- Educator, assistant educator, cook: the general manager, assistant manager and educator in charge.

### **For Personnel:**

Management is responsible for staff evaluation.

Staff must complete the questionnaire and return it to management by the deadline indicated on the questionnaire (around mid-January).

Following receipt and reading of the written retrospectives, there will be a meeting between the staff, the head educator, the assistant director and the general manager.

The employee explains his or her thoughts, objectives for the past year and goals for the coming year. During the meeting, we will share our respective observations and determine together the means the employee will take to reach his or her objectives, as well as the ways in which the ECC could support the employee in reaching his or her objectives.

The employee must provide written feedback one week after the meeting, explaining how they felt during the meeting, indicating if any objectives were added or modified, what they retained and their overall impression of the meeting.

Management gives each employee a final word (of encouragement and appreciation) to indicate that the process is over.

Retrospective questions: questions about last year's objectives and those for the coming year are included in the questionnaire every year. A selection of 2 or 3 questions changes each year as needed. These are always chosen with a view to reflecting on oneself and one's work.