Echo Test — Capture Sheet

For the facilitator — capture the brief, the gaps that showed, and the one shared picture, so the alignment survives the room.

TEAM / GROUP	BRIEFER	DATE

How to use this: fill it in as the activity runs, not after. Box 1 is the brief as spoken, in one line. Box 2 captures the divergent readings under each question — the gaps usually show most in Success. Box 3 is the outcome: the one shared picture the team agrees, that everyone can repeat back.

1 · The brief — what the briefer said out loud, once, in one line

2 · The gaps that showed — the divergent readings; the gaps usually show most in Success

FIRST MOVE	SUCCESS	TOP RISK

3 · The one shared picture — agreed together: one first move, one success, one top risk

FIRST MOVE	SUCCESS	TOP RISK

Everyone should be able to repeat this back in almost the same words. That's the test that it's really shared.

4 · The reusable habit — the one question to repeat before starting any new work

"Before we start — did we all actually hear the same thing?"

Before you leave the room: photograph this sheet and the board — keep the divergent notes beside the shared picture — and send them to everyone who took part. An insight that isn't written down rarely survives the week.

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