

FIELD GUIDE TOOL #11

The Learning Loop Design Template

Chapter 11: Operating Cadence: Learning from Experience

DATE _____ COMPLETED BY _____

SITUATION _____

Use this tool to design or audit the operating cadence for your team or function. Complete all three levels. A cadence that exists at only one level is incomplete.

When to use it. Best used when the organization keeps relearning the same lessons.

Part A: The Weekly Cadence

Design the structure for your weekly operational learning loop.

Element	Your design
Forum: What meeting or structure will host this cadence?	
Duration: How long? (Target: thirty minutes or less)	
Standing agenda item 1: What did we plan to happen this week?	
Standing agenda item 2: What actually happened? Where was the gap?	
Standing agenda item 3: What specific adjustment are we making based on the gap?	
Owner of each adjustment: Who is accountable, and by when?	
Current state: Does this cadence exist? (Yes / Partial / No)	

Part B: The Monthly Cadence

Design the structure for your monthly structural learning loop.

Element	Your design
Forum: what meeting or structure will host this cadence?	
Duration: how long? (Target: sixty to ninety minutes)	
Standing agenda item 1: What patterns are appearing across weekly cycles?	
Standing agenda item 2: What structural conditions are producing those patterns?	
Standing agenda item 3: What is the one structural change we will make this month?	
How is the structural change defined specifically enough to be implemented and assessed?	
Current state: Does this cadence exist? (Yes / Partial / No)	

Part C: The Quarterly Cadence

Design the structure for your quarterly strategic learning loop.

Element	Your design
Forum: What meeting or structure will host this cadence?	
Duration: How long? (Target: half day)	
Standing agenda item 1: Are our leading indicators confirming our strategic assumptions?	
Standing agenda item 2: What assumptions have been tested and what did we learn?	
Standing agenda item 3: Is the organization getting structurally better, or just operationally busier?	
How does the output of the quarterly cadence feed back into the monthly and weekly cadences?	
Current state: Does this cadence exist? (Yes / Partial / No)	

The Operating Standard

Capture the structural lessons your organization has already learned that are not yet embedded in how the work is structured.

Recurring problem or gap	Structural condition behind it	Specific structural fix to embed
1.		
2.		
3.		
4.		
5.		

Before moving to Chapter 12, confirm:

- ☐ You have designed a specific structure for all three cadence levels.
- ☐ You have identified which cadence levels currently exist in your organization and which are missing.
- ☐ You have populated the operating standard with at least three recurring structural gaps your team has encountered more than once.
- ☐ You have assigned ownership for the structural fixes in the operating standard.