



Keep-Abandon-Invent-Reinvent (KAIR) Analysis

Description

Keep-Abandon-Invent-Reinvent (KAIR) is a process for deciding how to create positive change. You can use it as an individual, in a team, or throughout an organization. It is a dynamic, adaptive version of the traditional Strengths, Weaknesses, Opportunities, Threats (SWOT) analysis that generates immediate calls to action.

The tool has four parts:

1. Keep strategies or activities that are working well
2. Abandon strategies or activities that are a barrier to future success
3. Invent new solutions that have not been previously considered
4. Reinvent activities or solutions that could benefit from improvement

Purpose

Assess what actions a team or organization should take to be more successful in the future:

- After a team assessment or as a standalone exercise for improving team performance
- As a standalone exercise for transforming the work, process or product of a team or organization
- As one of the steps in a strategic planning process. This usually follows an environmental scan (trends), and stakeholder analysis, and precedes a session to generate new projects and programs, a vision, or mission.

Instructions

A KAIR analysis session can be facilitated in the following ways:

Using Worksheets

1. Print a copy of the KAIR worksheet for each member of the team
2. Set the focus of the session: Topic, purpose, etc., e.g. How might we make our monthly team meetings more efficient and effective?
3. Discuss the questions either one at a time or simultaneously. Have participants record their ideas in response to the question.
4. The facilitator asks the participants to state their ideas and adds them to a master worksheet or flip chart.
5. Repeat steps 3 and 4 until all questions have been completed.

As a Facilitated Workshop

1. On a flip chart or white board, create four quadrants with the labels: KEEP, ABANDON, INVENT, REINVENT

2. Present the following question on a slide: Thinking about our [topic], what should we KEEP that is working well, ABANDON that is a barrier to our success, INVENT what needs to be created and REINVENT what requires improvement?
3. Discuss the question in small groups or pairs, and record contributions on post-it notes.
4. Capture ideas on a flip chart by adding the post-it notes to the appropriate quadrant (KEEP, ABANDON, INVENT, REINVENT) of a flip chart.
5. Read the ideas in each quadrant aloud and capture discussion/ideas

Keep-Abandon-Invent-Reinvent Worksheet

Question	Analysis
<p>KEEP: <i>What do we want to continue to do that's working well that will continue to serve the team?</i></p>	
<p>ABANDON: <i>What are we doing that we should stop doing? What is a barrier to our team's success we should eliminate?</i></p>	

INVENT: *What are we not yet doing that we need to begin? What activities are so out-of-date and irrelevant to our future they need to be radically changed/ transformed?*

REINVENT: *What are we doing as a team that's worth continuing but needs improvement/needs to be tweaked?*