Debriefing Template

# Review results vs. expectations

1. What were the expectations about the process and results? What was your definition of success?
2. To what extent were those expectations met?
3. How did our results contribute to the bigger picture of our work—our mission, commitment to equity, and values?

# Evaluation and learning

1. What were the biggest factors that contributed to the results?
2. What went well? Why? What led to that success?
	1. What would it take to replicate or build on that success for next time?
3. What didn’t go well? Why? What needs to improve next time?
	1. What would it take to prevent or mitigate the obstacles we ran into next time?
4. What else can we learn from this?
5. Were there any unintended consequences regarding equity and inclusion that we should take note of?
6. Did we adequately meet the needs of everyone we were hoping to serve? Were there any gaps or disparities in who was impacted or served?

# Next steps and recommendations

1. What will you / we try next time?
2. What questions do we need to answer before next time?
3. What kind of support will you need next time?

**Quick Debrief Agenda**

*If you’re in a time crunch, remember these questions for a quick debrief:*

What went well? What didn’t? Why?

What should we do differently / similarly next time?

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# Additional Debrief Questions

* What recommendations do you have for our team based on this process / these results?
* What was the best decision you made during this process? What can we learn from that? How can we build on that next time?
* What worked about how we worked together on this? What didn’t work well?
* What feedback do you have for me about how I supported or managed you in this process?
* What did you find most exciting or interesting about this project? What was the most challenging part?
* What did you learn about your own skills through this project?
	+ Where did you grow in your own skill or confidence?
	+ What skills do you want to build on or develop?