

5 R's of Brief and Debrief

Before meeting ... BRIEF

"R" we ready?

Roadmap

- Big Picture – Bring everyone up to speed

Results Desired

- Specific objectives for the meeting
 - Clear & Measurable?
 - Objectives on presentation skills?

Room & Logistics

- Logistics for the meeting and debrief

Roles & Responsibilities

- Roles and flow of presentation
 - Lead vs. wingmen
 - Perfect meeting flow
- Key messages
- Role Play

Risks

- Potential roadblocks & questions that we can control
- Contingencies that we can't control

After meeting DEBRIEF

"R" we learning?

Reconvene

- Start and end on time
 - Time Keeper
 - Note Taker

Reset The Tone

- Reset the tone for open feedback
 - Debrief is about learning
 - Debrief is SAFE

Review Objectives

- What were our Results Desired?
 - Write them down for all to see
 - Debrief against these objectives

Refine

- Celebrate what worked
- Discuss what could have been done better or differently
- Capture Key Lessons Learned

Recap

- Note Taker summarize lessons learned/ next steps
- Disseminate lessons/steps and role into next mission