

# 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