Team Debrief Guide

Companion to "The Team Debrief"

30 TO 45 MINUTES AS A TEAM

HOW TO USE THIS SHEET

1. Name what you are debriefing and why now: a contract, an activity, a project phase, a hard outcome.
2. Walk the four parts in order. Do not skip straight to solutions.
3. Leave room for what is not in the report: frustration, appreciation, a loop that needs closing.
4. Offer it explicitly, and keep it voluntary.

WHAT WE ARE DEBRIEFING

DATE

01 What happened, and why

What were we trying to achieve, and did we get there? What got in the way?

02 Reactions and feelings

How did this land for each of us? What has not been said out loud yet?

03 Decisions and outcomes

Which decisions shaped the result? How well did we communicate, from 1 (it broke down) to 5 (seamless)?

04 Next time

What should we stop, start, or continue?