

# ACTION DEBRIEFING

## ONE BRING A GROWTH MINDSET

Action debriefing means reflecting (at any time) on how you and your team performed and then using those insights to lift to the next level.

This requires a growth mindset and being open to learning and improving, which of course is the opposite to a fixed mindset.

## TWO CREATE THE ENVIRONMENT

Action debriefing can be done on-the-run or as a separate meeting. In both cases a little preparation will set things up for success:

- Choose the right attendees, time and venue
- Decide on the questions (template) to use
- Arrange flip chart and / or templates to record the information

Begin the session by confirming the purpose and then agree at least three ground rules:

- Commit to the five shares
- No blaming, just learning and improving
- Leave looking forward

To be successful we need to learn faster than the rate of change, which means we have to capture lessons learned and apply them on-the-run.

The **Action Debrief** is the ideal way to do this and not surprisingly, it is the preferred choice of nimble teams in all high performance fields.

## THREE FACILITATE THE CONVERSATION

To get the most from action debriefing follow these steps once the purpose and ground rules are agreed:

- Introduce the Action Debrief tool that best suits the situation
- Give people time to jot down their thoughts on what worked well and not so well
- Encourage everyone's views, however keep the conversation focused on facts

Remember this is an action debrief (not a detailed review), so be sure to:

- Draw out useful insights and lessons from successes and setbacks
- Prioritise the key learnings and confirm how they will be applied in the future

## FOUR COMMIT TO ACTION

Many teams finish with lessons learned but not lessons applied.

A simple way to avoid this error is to confirm the takeaways using the three W's format:

- **What** is to be done
- **Who** is going to do it
- **When** it will happen

Be mindful to 'mix-up' the style and timing of action debriefing to keep it fresh and relevant.

There are lots of alternatives to the standard debriefing toolsheet and you can also customise your own.