

Reminder: Three main goals of the debriefing session are:

1. Discuss what happened
2. Review the results and obtain useful feedback (vs information)
3. Inform and refine future training

PRE-DEBRIEF

PREPARE your (trainer) thoughts/inputs in advance, throughout the course – take written notes

ADVISE STUDENTS their input will be solicited at the end of the course – so they can take notes

DEVELOP an agenda with timelines to keep on track

AT THE DEBRIEF

SET UP A SPACE that allows participants to see each other, if possible

OPEN UP with non-attributional disclaimer & remind students their feedback is for course improvements

START WITH A BRIEF SUMMARY of results and what was accomplished (stories/examples are okay)

SHARE YOUR OWN THOUGHTS as a trainer beginning with what you think went well (and why), and then areas for improvement

If previously received (verbally or by critique),

CONSIDER SHARING SOME GENERAL FEEDBACK from participants

OPEN THE DISCUSSION up to the students

Have a handful of **OPEN-ENDED QUESTIONS** ready in case no one engages initially (how do you feel about your performance, what could you use more practice with, etc.)

ASK SPECIFIC QUESTIONS about any feedback until you fully understand the details

Additional (potential) questions if feedback isn't forthcoming:

- What were our learning objectives? Were they met?
- What should be sustained in future courses?
- Were there any problems encountered before or during the event? If so, what were they (registration, deployed medicine.com, site set up, site training aids, etc.)?
- What would you like to see the next time you take this course?

RECAP – summarize your understanding of what went well and what needs improvement

END WITH YOUR PLAN on how to incorporate their feedback into future course iterations

PROVIDE CONTACT INFORMATION in case someone has additional thoughts to share later

AFTER THE DEBRIEF

DEVELOP A WRITTEN REPORT of the session findings and assigned POCs and timelines for action items

OTHER KEY POINTS TO REMEMBER:

LISTEN CAREFULLY – don't interrupt feedback, if possible

SUMMARIZE THINGS as they are mentioned to be sure the issue is understood

MANAGE TIME carefully

STAY FOCUSED ON OBJECTIVES to avoid a gripe session from developing