



capture life.

Event Debrief *Overview*

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PRE-MEETING QUESTIONS:

(For meeting participants to prepare and have one on one meeting with Senior Leader/ and or Event Manager pre- group debrief)

Did you have a clear understanding of what your role was in the event?

Was your role and responsibilities clearly defined and communicated?

How did you know that you were meeting objectives for your role?

How well thought out was the tasks, deliverables and timeline?

Were there any false starts and finishes? If so, what were they?

What hindered your progress during the lead up to the event and the day of the event?

How well was the event managed?

How effective was management (leaders) in moving the project/tasks along and in resolving issues?

Was your voice heard? Did you influence outcomes?

How well did you work together as a team?

Can you clearly communicate what the vision and the idea behind the event was?

EVENT DEBRIEF ENVIRONMENTALS:

This meeting needs to happen between one week after the event and before a month after the event has passed.

This meeting needs to have key stakeholders in the meeting, as small as possible, with the right people.

This meeting needs food and lots of chocolate (smile)

Meeting Ground Rules:

- Candid & honest feedback
- No finger-pointing / blame
- Openness to diverse perspectives / no judgment
- Courtesy when others are speaking, particularly when you may strongly disagree or take exception to what is being said

EVENT DEBRIEFING SESSION QUESTIONS:

What went well and should be repeated in future events?

What went amiss and should be avoided in future events?

What would you do differently (add/modify) the next time?

What are your insights / personal observations that could help others?

What topics did we miss that should be discussed?