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Collective Debrief Plan

## Purpose

This tool supports City government practitioners in building team debrief plans. To learn more, review the Accountability guide at [engagement-toolkit.phila.gov](http://www.phila.gov/engagement-toolkit).

## Instructions

Set aside 30 minutes to build your debrief plan. Find a comfortable space to think and prepare to sit with questions about your team.

## Logistics

* Date:
* Time:
* Location:

## Roles

* Chair:
* Notetaker:

## Goals

What are your goals for the team debrief? What do you need and want out of the meeting?

## Agenda

Based on your goals, what should be on your agenda for the team debrief? What conversations are essential to getting what you need and want out of the meeting? Consider a check-in or icebreaker question to open your debrief. Consider a check-out questions or next steps prompt to close your debrief.

## Questions

Based on your agenda, what questions should you ask during the team debrief? What questions will lead to the conversations you need and want to have? For draft questions to consider with your team, reference our Accountability guide at [engagement-toolkit.phila.gov](http://www.phila.gov/engagement-toolkit).

## Activity

Activities can help open team debriefs. Consider which activities you need to prepare to facilitate. For details about these activities, review the Accountability guide at [engagement-toolkit.phila.gov](http://www.phila.gov/engagement-toolkit).

* Anonymous affirmations
* Feeling words
* Highs and lows
* Lessons learned
* Moments of tension
* Rose, thorn, and bud
* Other:

## Next steps

What happens after the team debrief? What action items do you need and want out of the meeting?

How do you plan on using the lessons identified in the team debrief? How can those lessons impact your future engagements?

## Preparation

What do you need to prepare before your team debrief?

What do your team members need to prepare before your debrief?