



Fail, Learn, Grow:

Debrief Template

About RAFT

RAFT supports organizations and advocates to cultivate human-centered workspaces through foundational wellness practices, resources, and training to build resilience and promote a healthier gender-based violence advocacy ecosystem.

How to use this template

Use this as a guide and agenda for:

- Debriefing large and small projects
- Reflecting on personal and professional performance
- Reviewing a new policy or initiative
- Debriefing an event

Values Reminder

We approach reflection with curiosity, compassion, and shared responsibility.
It's okay if everything wasn't perfect... that's why we're here!

Reminder for Team Wellness

There is no blame in this process. We're focusing on learning and improvement, not destructive criticism. During this process, practice active listening. Listen to your coworkers without judgement and reflect on what they've said.

Overview

What are we debriefing?

Reminder of Goals and Objectives

Prewrite before debrief meeting:

Reflect on the following questions, and make notes on your thoughts to share during the meeting.

1. What worked well?

Think about the positives; what made people smile? What made you happy? What was successful?

2. What didn't work?

Where did we struggle? What barriers came up? Were there any surprise issues?

3. What did you learn?

Personally, and as a team. Think about skills, and insights into teamwork.

4. How did you grow from this process?

Focus on personal growth: boundaries, communication, confidence, clarity, creativity, etc.

5. What needs to be improved next time?

Which elements do we have control to improve? How can we plan to improve for the next time?

6. What innovations or fresh ideas are emerging?

New programs, projects, policies, initiatives, skills, or anything else?

7. What are your ideas for the next steps?

Small or big — everything is useful.