

GET STARTED!

How to Run Great Debriefs

Great debriefs help build commitment, trust and ownership among the committee and organizing team. People will be engaged and motivated if they understand how debriefs help the whole team be successful.



GET AGREEMENT

Great debriefs occur when the whole team understands why putting in the time and energy makes a difference. Debriefing:

- helps us coordinate our work so we act as a team;
- provides support for the team to learn from each other;
- assesses our progress and helps us identify strengths and learn from mistakes; and
- helps individuals and the group develop experience to successfully organize the union or help someone else do it.

CLEAR EXPECTATIONS

Campaigns are busy. Let people know what to expect and stick to the plan:

- establish clear expectations about the objective of the debrief;
- set a specific time of day to debrief and build it into the campaign routine;
- keep the debrief focused on the task or work just completed, such as that day's house visits, last night's organizing committee meeting, etc.;
- pose thoughtful questions that will help draw a clear analysis of the work performed; and
- start on time and end on time. (If there is a good discussion going and debrief can be extended, ask for a group consensus to continue.)

TAKE THE LEAD

Help the team get the most out of the debrief and move the campaign forward:

- help the group sum up lessons learned and end by focusing on the plan for the day or week;
- create a follow-up list on tasks and issues that could not be discussed during the debrief and delegate assignments specifying who will be responsible for each follow-up; and
- solicit input about what would help members of the team—you may find they are eager to get some help and troubleshoot obstacles.

Sample Debrief Questions

- What was working for you? Why do you think it was effective?
- What would you do differently next time? How do you think that would change the outcome?
- Is this what you expected would happen? What did you learn?
- What are your initial thoughts about the work just completed?
- How could you apply that experience to what could help move the overall campaign forward?
- Why do think that happened? Why did you decide to do that?

