

Debriefing for Dummies

These steps will help you conduct an effective debrief and jump-start your improvement

How can I use debriefing to build a high performance culture?

Debriefing is a continuous improvement practice that constitutes the core of Shamaym's methodology for building a high performance culture in organizations. It is a quick and simple, yet powerful, method for dissecting the successes and errors in your work and identifying ways to act differently in the future.

Debriefing is the most effective way to continuously improve in a rapidly changing and time-starved environment! Regular debriefing can shift the mindset of individuals and teams, catalyze culture change, elevating your performance and even growing your bottom line.

Now, let's see how it's done.

Step 1: Define your cues.

Effective debriefs do not happen randomly. They are triggered by events or milestones at the core of your business activity, recurring moments that you can learn from and measure your progress against. So you need to define them. What cues will signal that you're ready to debrief? Some examples...

Teams	Debrief Event
Business Operations	End Of A Major Project
Product	After A Product Launch
Sales	After A Sales Meeting
R&D	After A Sprint

Step 2: Focus in.

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QUIZ YOURSELF!

You've been late for work twice this week, but you're never usually late. There is construction in your neighborhood that's slowing down traffic, and is scheduled to end in two weeks.

Is your tardiness an outcome worth debriefing?

No, because you are not usually late, and this is temporary. Taking time to reflect on how you could alter your behavior for the next two weeks will not significantly impact your team's performance.



Step 3: Hold only yourself accountable.

When examining the root cause behind the event you are debriefing, speak only to matters within your control- the ones you have the power to change. Don't worry about other members of your team; by practicing debriefing, your whole team is moving toward a culture of accountability and transparency.

Step 4: Propose specific steps forward.

You've identified the outcome of the event you're debriefing, and the root cause behind it. That should give you an idea of actions you can either sustain or change in the future. What - specifically - will you do differently next time to ensure the outcome you want?



Step 5: Share it with your team.

If the debrief stays on your computer, your colleagues lose the chance to benefit from your lessons and knowledge. Sharing it allows you and your team to maximize your improvement - perhaps a colleague recently faced a similar challenge, and can provide additional insights? Just keep in mind - feedback should be positive, constructive, and without blame.



Step 6: Repeat on the regular.

Since your debrief cue is a recurring event, use it to debrief often. You can dedicate 15 minutes at the start of each team meeting to debrief, or to discuss recent debriefs and continue improvement as a group.

Step 7: Put it online.

With the Shamaym Platform you can create debriefs, share them with your team, comment, assign action items, and change your actions in the future to improve together. Use it to build a high performance culture in your organization through continuous improvement.



We hope you've found this guide helpful! To learn more about implementing Shamaym's continuous improvement solution in your team, [Contact us!](#)