



Harnessing Your Team's Wisdom

**A Step-by-Step Guide to Collaborative
Debriefing for Better Work**

What is debriefing, and why should your team debrief?

Regardless of what type of formal and informal learning your team uses, it usually involves an element of reflection. This is **debriefing**, a short, focused, and actionable reflection recorded immediately following a meeting or task. An effective debrief results in actions that team members understand how to take to improve the same event's outcome next time.

Because of its iterative and quick nature, debriefing can be easily integrated into your team's existing workflow. Regular debriefing by even just a few members of a team has proven to be a **highly effective tool for continuous improvement in a rapidly changing environment**.

Use this guide to kickstart sustained improvement. After your next high-stakes task, meeting, or event, follow these steps to harness your team's wisdom and reach better results:



1 Pick the event that will trigger debriefing

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. For instance, sales teams can debrief after meetings with prospects; development teams can debrief at the end of a sprint; and customer support teams can debrief each escalated call.



The event my team will debrief:



2 Gather your crowd and set the scene

Which team members will have important input on the event you're debriefing? Gather those people—virtually or in person—and make sure everyone understands what specific outcome of the event you think is most worth learning from. Learning a lesson from that outcome should lead to changed behavior that would impact your performance. Zoom in on it. You won't have time to discuss everything, so you want to focus on learning that will pack a punch.



Team members who will participate in my debrief:

1

2

3

4

5

3 Write down actionable takeaways

One by one, state and write down your takeaways from the event being debriefed. Keep it simple and speak only to matters you or your team have the power to change. Make actionable suggestions for pieces of your work that should be sustained or changed next time around. As you go, make sure every member of the team has a chance to comment on other members' takeaways, so best practices and relevant experiences aren't lost.



What makes an effective lesson learned?

Effective lessons are **focused** on one specific issue, **accountable**, meaning they are within your, or your team's, control to change, and **actionable**, meaning they are written with specific actions you'll take in the future in mind.

My takeaways:

Takeaway #1:

Comments on takeaway #1:

Takeaway #2:

Comments on takeaway #2:

4 Share learning with others

If the debrief stays on your computer, your colleagues lose the chance to benefit from your lessons learned. Sharing it outside your team allows everyone to maximize their learning.



Who else should this debrief be shared with?



5 Repeat!

Since the event triggering your debrief is recurring, use it to debrief often. You can dedicate 10 minutes at the start of each team meeting toward debriefing, or discuss recent debriefs and continue learning as a group.



Debrief:

A short, focused, and actionable reflection recorded, by individual employees or teams, immediately following a meeting or task.

Brief:

A direct and concise summary of the most important information an employee needs to know before attending a meeting or completing a task at work.



Automate your debriefing

Collaborative real-time learning helps teams learn and adjust by cycling continuously between debriefing and briefing. The most advanced systems use data and insights aggregated from debriefs and surfaces them as part of a brief. Additionally, lessons within a debrief can be tagged by topic and shared with teammates, managers, or individuals within an organization. The entire team, and even the department's learning is taken into account in the brief, so it contains the most precise and relevant information that employees need to improve.



Build your own Always-Learning Team! [Download the eBook](#)

To more effectively harness your team's wisdom through automated debriefing, [contact Shamaym today.](#)

Shamaym helps teams improve their performance and adapt quickly to changing needs by turning day-to-day actions into learning opportunities. Powered by AI, our Collaborative Real-Time Learning Platform makes it easy for employees to capture lessons learned from each activity, share insights with team members, and tap into relevant takeaways at the moment of need. Based on a methodology developed by the Israeli Air Force to drive rapid learning and continuous improvement cycles, we help sales support, product, and other mission-critical teams drive higher KPIs and accelerated growth.

Shamaym works with leading multinational organizations:

