

Debrief Plan template

Please use this template if it is suitable. You may modify it in any way that suits your purposes. It is here to help you plan out the session.

Session	Debrief Session for [xxx] Project
Date	
Location	

Resources (Please write up with the resources you need, these are examples only)

Things to bring or check are in the room	Whiteboard Markers – 3 colours – enough for everyone Block of A3 poster sheets Blue tack Extra pens and note paper Sticky notes Chairs and tables to work at Different coloured hats etc.
Things to make before the session	Worksheets with sentence starters for Activity X Poster sheets with project timeline – 1 per section of the timeline and tacked around the room Collate customer survey responses as handout for the session. etc.

Session objectives

By the end of this debrief session:	<input type="checkbox"/> Collected evidence for evaluation I will have photos of activity results written on the whiteboard and the large posters. I will have collected up the worksheets. I will have made notes under these headings: <ul style="list-style-type: none"> • What went well • What needs improving • Holistic safety – what was good (strengths) and what was not so good (weaknesses) OR under the different areas – physical, cultural, social
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	<input type="checkbox"/> Completed activities outlined in this plan
	<input type="checkbox"/> Completed a project ending ritual
	<input type="checkbox"/> Ensured participants have a sense of achievement and know what they did well
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Debrief session plan

Section	Time	What happens?
Opening	5 mins	
Warm up Activity	5 mins	
Intro the session	5 mins	Handout overview for the session; thank everyone for their contribution
What happened?	30 mins	Participants walk along the timeline and add what they remember and add emoji stickers on their feelings this point in the project. Retell the story of the project as a group. Identify unexpected events; talk about why they happened and how well they were handled.
Stakeholder feedback	10 mins	Share results of stakeholder survey and interviews with parent helpers.
So, how did it go?	25 mins	Break up into subgroups and determine if the original goal/s (written on the cards) were met and why. Complete mind maps. Share conclusions with the full group. Discuss as a full group.
Break	10 mins	
Advice to my past self	15 mins	Time machine - three pieces of advice
What did we learn?	15 mins	Complete sentence starters and share in pairs. Write key words and phrases on worksheets.
Now what?	15 mins	Write letters or draw pictures to themselves – how to use what they have learned
Closing	10 mins	
Completion Ceremony	20 mins	
Shared lunch		Set up lunch and enjoy.