

2012 NETWORK Summer Institute
CSSR: Team Debrief Guidelines & Strategies

These are flexible general guidelines for leading the daily debriefing sessions after lunch and at the end of the day. The facilitators should adjust the questions and the process according to the time frame and the needs of the group.

1. Members sit in a circle facing each other. The facilitator welcomes members with a few friendly words.
2. The facilitator asks for a scribe and a timer (possibly, also a friend). These roles may rotate during the three days.
3. In rounds the facilitator asks each member to give a very brief (3-minute limit) summary of the important learnings from the session and what s/he is taking away that will be valuable for the work back at school. The scribe lists main points on chart paper.
4. The team discusses the points on the chart paper and how they could apply to school; the scribe records any fresh ideas. [10-15 minutes]
5. The facilitator asks if any members have questions, suggestions that can be passed on to the summer institute facilitators and organizers.
6. If there is time the facilitator invites the site coordinator to lead a discussion or set up further meetings on any school issues the team can address during the summer institute
7. The facilitator reviews the schedule and procedures for next session
8. The facilitator invites the group to list the driving (+) and restraining forces (Δ) during the debrief session. The scribe makes a t-chart and lists each one.
9. The facilitator asks for clarifying questions, thanks members for their participation and wishes them good learnings at the next session