

LEARNING FROM EXPERIENCE

THE AFTER-ACTION REVIEW

PURPOSE

The after-action review provides a process for thinking about, discussing and learning from our experience.

The lessons learned will be fed back into the larger organization to create organizational knowledge and improvements.

AGENDA

1. Principles of collective learning

- Goal is not to find fault with or evaluate a specific individual's performance.
- Everyone in the conversation should feel free to speak up, without fear.

2. Reflect on individual contributions and communications.

Each participant in the meeting writes his or her thoughts on:

- What am I most proud of in this project?
- What was my individual role? What did I contribute?

Share in pairs and then pair reports to whole group

3. After Action Review Handout - Fill out the handout and discuss:

- **What was the result we intended to accomplish?**
- **Did we accomplish that result?**
- **If we did not accomplish the result, what was missing?**
- **What worked well?**
- **What could have been improved?**
- **What lessons did we learn?**
- **What actions can we take now?**

4. Synthesize and document lessons learned and suggestions for improvements.

AFTER ACTION REVIEW HANDOUT

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