



Never Again Action Debrief guidance

Debriefing is an important part of everything we do because, in order to get the wins that we need and to build the caring community that those wins must be based on, we need to always be listening to feedback and improving. Some of the most valuable feedback can come from our own reflections.

When planning a debrief, we recommend that:

- You include everyone involved in the planning team. If not everyone can join synchronously, giving them the chance to debrief separately or asynchronously by adding to the notes can be incredibly valuable.
- You schedule the debrief before your action. Scheduling is hard and planning for a debrief in advance will help alleviate a step that can really get in the way of reflection in a moment where everyone is tired from the action.

If any of your reflections or feedback are for Never Again Action as a national structure or any of our national partner organizations as a whole, please write to shayna@neveragainaction.com

Here's a sample agenda for your debrief that assumes everyone has the ability to write collectively, whether on a doc or on a big piece of paper.

(10 mins) Check in

(10 mins) Let's do the chart! (find the chart on page 2)

- fill in the chart below
- Put a plus next to the things you really agree with
- Highlight the things you want to talk about

(30 mins) discussion

(10 mins) appreciations:

- Each person appreciates something they did to contribute to the action and then appreciates someone else in the room (*use this to pass to the next person so that each person receives and gives one appreciation each until you get back to the first person to offer an appreciation*)

| Category | What went well | What could have been better | Questions/insights |
|---------------------------|----------------|-----------------------------|--------------------|
| Coordination and planning | | | |
| Recruitment to the | | | |



| | | | |
|----------------------|--|--|--|
| action | | | |
| Access and safety | | | |
| Communications + art | | | |
| Program | | | |
| Logistics | | | |
| Absorption/follow up | | | |
| Other | | | |