How to Debrief with Learners: A Roadmap for Managers



Use this roadmap to guide managers in their debrief discussion with their employee.

Meet with each learner a day or two after the conclusion of the training event.

- 2 Ask open-ended questions to generate initial reactions.
- How did the training go?
- What did you find particularly helpful? Not helpful?

- Ask questions to help participants focus on applying the skills.
- What are some of the key ideas or techniques you learned?
- Have you tried any new skills in the workplace? How did it go?
 Why were you successful/unsuccessful? What will you do differently next time?
- What skills do you think will be the most difficult? What can you do to become comfortable using them?

- Conclude by setting up a series of regular coaching meetings.
- Reiterate your continuing commitment and specify the support you can provide. Ask the participant(s) to specify the kind of support that will be most useful.
- Jointly review any action plans (such as the *SMART Action Plan*) that the employee created as part of training.
 - Share and solicit personal stories in which you or the participant(s) used these skills successfully—or unsuccessfully.