

AFTER ACTION REVIEW

PROCESS

1. Clarify the initial objectives and plans for the project or initiative
2. Discuss the events that took place, highlighting deviations from the original plan
3. Understand the reasons behind successes and setbacks, considering internal and external factors, including processes, communication, and resources



POSITION

1. **Purpose** - Clearly explain the purpose and process of the AAR and that the focus is on learning, improvement, and not blame
2. **Participation** - Emphasize that everyone's input is valuable and needed for a comprehensive review
3. **Confidentiality** - Assure confidentiality of feedback to foster open and honest communication



A.A.R. QUESTIONS

① WHAT WAS SUPPOSED TO HAPPEN?

Clarify the initial objectives and plans for the project or event



② WHAT ACTUALLY HAPPENED?

Discuss events that took place, highlighting any deviations from the plan



③ WHY DID IT HAPPEN?

Analyze the reasons behind successes and failures. Consider internal and external factors



④ WHAT CAN WE LEARN FROM THIS?

Identify lessons learned and specific insights that can be applied to future projects



⑤ HOW CAN WE IMPROVE NEXT TIME?

Develop actionable recommendations and strategies to enhance future performance



TIPS RESULT

1. Clear understanding of lessons learned including what worked well and what didn't
2. Actionable recommendations with specific steps to improve future performance
3. Strengthened trust and communication within the team
4. Formalized accountability for implementing recommendations



1. Ensure availability of key team members
2. Schedule review while details are fresh in everyone's mind
3. Provide links to resources and to increase engagement and enhance productivity
4. Ask expansion questions (Tell me more/How/Why/Etc.) to gain deeper insights

For more tools and content to enhance your leadership effectiveness & impact: