



THE AFTER-ACTION REVIEW PROCESS

*Take your business to a new
level!*

PURPOSE

The After-Action Review Process is a guide that can be used by you and your team to improve the work you do on future projects.

*It is not about giving yourself a grade or beating yourself up for the things you missed on a project you just finished. The intention behind the process is to **learn together**.*

Organizations that build a culture with this process being a part of their everyday work, have higher employee engagement, are more adaptive to change and overall are simply more successful in achieving their goals. Are you ready to see the power in doing it?

GUIDELINES

Here are some simple guidelines to get the most out of the process:

- *Everyone needs to be an active participant – no wallflowers please.*
- *Be open to new ideas and seek to understand before you disagree.*
- *Everyone is an equal player and everyone's ideas need to be equally considered.*
- *No blaming each other – focus on the work and not the personalities.*
- *There are no right or wrong answers – everyone will come to the table with a different perspective and there is richness in this.*
- *Be creative – don't be afraid to push ideas to the extreme because from there is where magic happens.*



6 Simple Steps to Making Sure Your After-Action Reviews Hit The Mark

STEP 1 – Book a meeting with the team involved with the project (could include just the team or others involved on the periphery – customers, suppliers, etc.

STEP 2 – Assemble some important tools (flip chart or white board, paper, pens, etc.) Make sure you have something to make a record of the discussion.

STEP 3 – Start the meeting with reviewing the guidelines of a After Action Review (if you do it enough you likely won't need to, but do it anyway...we all need a refresher!)

STEP 4 – Provide a brief outline of the project being reviewed (no judgement in the description, you just want to make sure everyone knows the specific project, in order to contain the discussion

STEP 5 – Work through the questions with the team one at a time and make sure not to go on to the next question until the one at hand is fully answered.

STEP 6 – Get agreement from the team on steps going forward.

Note: People often like to jump to solutions before they have fully explored everything. Ask everyone to leave solutions to the end.

Ideally an After-Action Review is a facilitated discussion.

If you don't have access to a facilitator, then one of your team members could take on the role (likely best not to have the "boss" take on this role because the facilitator should stay out of the content and focus more on the process).

THE QUESTIONS

1. *What was supposed to happen?*
2. *What actually happened?*
3. *Why was there a difference?*
4. *What have we learned?*
5. *What will we do about it?*

**Time to reflect, is
time well spent!**

About Siere

We have been in the business of helping small business owners to build their businesses for over 15 years.

We know that when you got into your business you had a dream of the success you were going to have. We help people just like you to realize that dream, by providing the coaching and advice that helps them to shortcut their way to that dream.

There is no doubt with enough time and money, anyone could eventually succeed, but for many small business owners both are always in short supply.

If you tired of working incredibly hard and never seeming to get where you want to go or if you are wanting to see what we are all about, why not book a meeting... you really have so much to gain in one conversation (whether you engage us in the future or not).

The meeting is free, so all you need to do is to make the investment of your time.

We look forward to meeting you, hearing about your business, and exploring where you want to go.

*Cathy Snelgrove and Jeff Roziere
Founding Partners*

<https://www.siere.ca/book-a-meeting>
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