Exercise 4 - Managing operational information DEBRIEFING TOOL		
Debriefing steps	**Actions**	**Proposed steering questions**
1. Recognise and express the emotions generated by the exercise	- Encourage participants to share the feelings and emotions experienced during the exercise (e.g. stress, concern, reward, excitement, challenge)	- How did you feel during the exercise? - Did you feel stressed by having to resolved several tasks?
2. Analyse team performance during the exercise	- Encourage participants to reflect about their performance during the exercise - Encourage participants to reflect on the factors that lead to positive outcomes (e.g. good leadership, collaborative work, experience team members) or negative outcomes (e.g. lack of information, lack of previous training or experience, bad communication) - Encourage participants to think about ways to improve their performance in the future	- How did you functioned as a team? - Do you think the team communicated effectively to organise the work to achieve all tasks? - Did you feel every team member was involved equally, and could contribute in different ways to the tasks? - What would you do differently in the future? - What do you think would help the team to collect, analyse and report data from the field?
3. Acknowledge views and impressions from observers outside the team	- Trainers share their observations about team performance during the exercise (the performance objectives should be considered) - Facilitators and role players share their impressions and feelings while interacting with the team during the exercise	
4. Summarise main lessons learnt	- Encourage participants to briefly highlight the main lesson(s) learnt during the exercise - Trainers can summarize the main take-home messages, if needed	- What did you learn from this exercise? - Do you think data collection and reporting are important aspects during deployments?

The **trainer/facilitator leading the debriefing session** should:

Before the session
- Prepare notes about the team performance in relation to the established performance objectives
- Explain the aim of the debriefing session (E.g. Debriefing is a crucial part of the learning process. It provides a safe space for trainees to share the feelings arose during the exercise, reflect about their performance and use this reflection to learn and improve performance in the future)
- Place participants in a comfortable position so they can share their feelings and ideas freely – organise it in a casual way, avoid a formal setting

During the session
- Ensure discussions stay within the focus of the debriefing exercise
- Avoid confrontation between participants - this is not a blaming exercise
- Share information about best performance when needed

After the session
- Provide participants with available tools and resources that could contribute to their learning and development in the topic - supporting material recommended in the TEAMS package, specific EMT protocols and SOPs and training opportunities