

DEBRIEF CHECKLIST

Evaluate the meeting and provide feedback to each other:

Clients

- How did they respond during the meeting?
- Did they participate actively? Did they seem reserved or not engaged?
- Was either client 'triggered/' If, so what happened? Did one of the professionals have to intervene? If so, what did the professional do and did it appear to be helpful? If not, can we talk about it?
- Did the clients appear to be comfortable with both attorneys, the neutrals?

Collaborative Professionals

- Did we stay in our respective roles?
- Were our boundaries clear?
- Did we model respectful behavior?
- What did any one of us do which was particularly effective?*
- What did any one of us do that we could have done better?*
- Does any repair work need to be done between the professionals?

*allow each professional to speak individually about how s/he thought the meeting went, about what s/he did well and what s/he might have done differently before inviting feedback from the rest of the Team. If a Team member wants to give feedback to another Team member, ask "are you willing to hear my reaction to what you have shared?" Only give feedback if you have been given permission to do so.