

## COLLABORATIVE TEAM DEBRIEFING

This form should be distributed to all team members prior to the debriefing meeting, to allow time for reflection before the meeting.

### *QUESTIONS TO CONSIDER IN ADVANCE OF MEETING:*

- I. What do you need in order to feel safe so that you can fully engage in this conversation?
- II. What are the three most important points (for you personally) that you would like us to discuss in this de-brief?

### *QUESTIONS FOR FOCUSING AND STRUCTURING OUR DISCUSSION:*

- I. At the start of the case, what were your expectations and your concerns regarding:
  - a. the case
  - b. the clients
  - c. the team members
- II. In what ways did the collaborative process unfold as you expected with respect to:
  - a. the case
  - b. the clients
  - c. the team members
- III. In what ways were you surprised by the process with respect to:
  - a. the case
  - b. the clients
  - c. the team members
- IV. What do you believe worked well in the process?
- V. What did you appreciate most about:
  - a. the process
  - b. the clients
  - c. the team members
- VI. What could have made this process work better with respect to:
  - a. selecting and bringing on board the team members
  - b. minutes (level of detail, turnaround time, getting client approval, distribution, etc)
  - c. agenda formation (when and how agendas were developed and prepared for, how well they were honored, how well they met client needs, etc.)

- d. meeting times/locations/team participation (e.g., who on the professional team did and did not participate, and why)
- e. pre-meetings, debriefings, and scheduling (how effectively did the team deal with scheduling problems? Did the team integrate regular pre-meetings and debriefings into the unfolding of the process? Did the clients appreciate the need for the team to have such meetings?)
- f. other

VII. Client Dynamics:

- a. Do you think the clients experienced the team as cohesive?
- b. Do you think they felt supported in their goals and purposes by each team member?
- c. What could we have done to give these clients a better experience?
- d. Do you think their expectations of the process were met?
- e. How do you think the clients' respective personalities impacted the process (positively or negatively)?
- f. What do you think we might have done to address their individual needs and expectations more effectively?

VII. Team Dynamics:

- a. What skills did we bring as individuals that were particularly useful to these clients?
- b. As a team, how did we utilize our skills and experience collegially to help these parties through the process?
- c. How well did we do with team communication? What worked, what didn't?
- d. To what extent was this couple's "family dynamic" replicated by the team? If this was present as a complication in our work, when ought we to have noticed this? What steps might the team have taken to do a better job with this aspect of team functioning?
- e. Were there points during this process when the tension between the clients at the collaborative table increased? At such times, how effectively do you think the team responded to the tensions? How could we have better met that challenge?

VIII. Individual Professional Dynamics:

- a. What are you most proud of about your own work in this case?
- b. What are you not so proud of?
- c. What would you like constructive feedback about (meaning, suggestions that could help you learn more from the challenges of the case)?
- d. When were you aware of being activated emotionally by a client or other team member?
- e. What would have been helpful for you at such times when you were triggered emotionally?
- f. How could team members have helped you when you were triggered?

- g. In what ways could your emotions help inform you about what is happening in the room? What kind of teamwork with your professional colleagues could be a constructive response to being emotionally activated? What benefits might result?
  - h. In the future, if your emotions were to be triggered in a case in a way that is affecting the process, how will you go about handling the situation? What responses would you appreciate from your professional colleagues?
- IX. What did we learn:
- a. About ourselves
  - b. About the process
  - c. About other team members

IF WE MADE IT THIS FAR – GOOD FOR US. NOW FOR THE CHAMPAGNE  
AND A TOAST TO A GREAT TEAM!

[This debriefing format was created by Emily Weaver, Ph.D., and edited by Pauline H. Tesler. You are free to use it as you like so long as you include this credit. If you change it, make clear the source, and make clear that it is no longer the original document.]