



Debrief Template

Why debrief?

Learning and Improving:

It is important as the movement continues to grow that we learn from our achievements and our mistakes. A debrief after an action will afford us the opportunity to recognise our skills and weaknesses, to learn and develop ourselves both as individuals and part of a team, within the movement and our environments.

Emotional Processing:

Although we are doing what we are doing for the right reasons, and often come away from actions full of excitement and joy and energy, they can be emotionally heightened and stressful spaces. It is very likely that people will have been running on adrenaline throughout or at specific moments in the action. During moments of stress our unconscious memory is more active. Debriefing can help process these memories and experiences. After periods of heightened adrenaline people may also have a physical or emotional dip which may leave you feeling unable to communicate, exhausted and experiencing negative thoughts. It is a completely normal bodily response, but can feel destabilising and unpleasant in the moment. Having a space to share with people can help.

In the long term:

'Burn-out' is a term that is often used. It is caused by being in a constant state of high-stress. It can result in a your immune system weakening and you experiencing a possible range of symptoms such as fatigue, depression, insomnia, headaches, stomach problems, frequent colds/flu, weight loss or gain, shortness of breath and hypertension¹. For example Doctors and Healthcare professionals often experience burnout, so much so BMA has a self-check burn-out

¹ <http://www.emptycagesdesign.org/overcoming-burnout-part-5-the-biology-of-burnout/>

questionnaire². Burn-out is a natural response to a need to slow down and process. This can be supported before an action by preparing physically and mentally with guidelines and briefing sessions which allow you to feel ready and to think about what strategies can help you deal with stress in yourself and others. Good debriefing will create the space to process and reflect on that experience of stress.

Getting Excited:

There is so much happening in actions that often you are not aware of all that is going on. Having a space to hear other people's stories from the day can be a total treat. It feels great to listen and be heard.

Facilitation:

The template is for an hour and a half workshop.

The workshop should be held 1-3 days after the event.

There should be 2 facilitators for a maximum of 10 participants. Group sizes any bigger will be hard to manage and may become unsafe to share in. It is important to have 2 in case a group needs to break away into smaller groups, or if an individual needs one to one debriefing. The facilitators need to feel supported too.

The facilitator holds a framework but does not lead. They should be starting from a place of curiosity, genuinely interested in hearing about people's experiences .

The facilitator does not need to be an expert. If there is distress it is ok just to be with it, it is not their job to 'fix' it.

If people are distressed beyond the bounds of the debrief, offer external options.

It is the participants' responsibility to look after themselves.

The debrief is a space for people to listen and be heard; if there are specific discussions that need to happen between a few participants they can be asked to discuss in more detail after the debrief.

There should be a debrief for the facilitators.

² <https://web2.bma.org.uk/drs4drsburn.nsf/quest?OpenForm>

XR Group Agreements

Space Agreement, to be pinned up on wall:

1. I will donate (if I can) for the food and room provided
2. I will be responsible for my own washing up and tidying in the space
3. To listen to and follow the facilitator when in open meeting and in your working groups
4. To be mindful of people's accessibility needs -
 - a. Noise level - are people hard of hearing or sensitive to loud noises
 - b. Space needs - wheelchair and crutches accessible
 - c. What someone's first language is
5. To use the hand signals to help keep the meeting efficient and accessible
6. Use nonviolent language
 - a. Don't speak for other people in the group, use 'I' statements
 - b. Don't blame & shame
 - c. Ask whether it is a good time for someone before charging in with more tasks and requests - they may feel overwhelmed already
7. Use short feedback loops
 - a. If an interaction feels negatively charged in any way with someone approach them quickly afterwards and check in about it - this helps things not to fester and encourages people to do inner emotional tracking and stop gossip
8. Keep conflict OFFLINE and do not publicise it
9. Use the Conflict Resolution Process [document](#) and approach the Conflict Resolution Point Person for support
10. Use WAIT - Why Am I Talking
 - a. Be aware to challenging yourself to 'step in' and speak or 'step back' and listen, giving other people time to speak
11. Be inclusive
 - a. Do not assume people's pronouns, ask them and respect their self-identity
 - b. Be respectful of people's different levels of experience
 - c. Try not to use jargon
 - d. We do not Blame and Shame e.g. we do not shame people in our groups, we do not place all the blame on one person for something going wrong
12. Take Responsibility for yourself
 - a. Whilst we can have these agreements in place we must all take continuous responsibility for ourselves ;
 - b. If we feel stressed, tired or overworked reach out for support
 - c. If we don't know what tasks there are available ask a coordinator of a working group
 - d. Own It - practice inner tracking - keeping an eye on your inner emotional state and be aware of the impact of it on yourself and others

To be read out before starting:

Highlight the Personal responsibility, inclusivity section and accessibility sections. Also highlight that stress is part of being human and a response to even positive and intense experiences. We often don't know how we will respond, so it is important to be in touch with how you are feeling on an individual basis as the group debriefs. And to be aware of the effect some of what we are saying may have on others. If you had a particularly traumatic experience consider asking for a one to one debrief and encourage people to use the Therapy web, Land Support network and other external support if needed.

Debrief Template (to be filled out during debrief)

Where there are options there will only be time for one of the exercises per debrief. It is up to the facilitators to decide what is the most appropriate for each debrief.

PART ONE: Welcome (15 mins)

Facilitators: Name, Name

Facilitator takes moment to stop and connect group - Welcomes everyone into the space, shares a gratitude. Can be slow.

Ask for names, pronouns, and if they are ok with first names being on a doc shared amongst Regenerative Culture and Actions and Logistics.

Present: (fill in Names)

Open the space for anyone to share ability issues they would like the group to be aware of, e.g. hearing.

Connection round which allows people to enter the space and open up by beginning to share and connect with each other. The facilitator should go first and share deeply, giving people permission to do the same:

Option 1) Tactile: Have a jar or selection of objects, ask people in a go round to explain why they chose the object that they did, what connected them to that object in relation to how they are feeling.

Option 2) Visual: If people have paper and pens, give them 30 seconds to draw something very quickly then in the sharing to tell the rest of the group about what they have drawn and why.

Option 3) Vocal: Ask people to think of a moment in their day that was especially poignant, describe that moment and how it connects with how they are feeling now.

PART 2: Process the Event (30 mins)

(be wary of second hand trauma at this point and make sure the group is well held. It is a potentially vulnerable moment)

Facilitator asks which actions/event everyone attended (ignore if debrief is for one event)?
(Type info below)

Option 1): Template option (for webinar debrief) ask:

What happened?

What were you thinking?

What were you feeling?

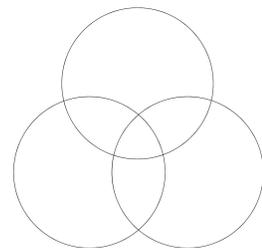
Fill in the Table below, either individually or as a group:

| | Root (what happened) | Rose (what was great) | Thorn (what was not great) | Bud (suggestions & opportunities) |
|---------------------------|----------------------|-----------------------|----------------------------|-----------------------------------|
| Event1 Part1 (Date) | | | | |
| Event1 Part2 (Date) | | | | |
| Event2 Part1 (Date) | | | | |
| Etc... | | | | |

Option 2) Draw 3 interlinking circles on a big bit of paper (great for groups in person).

Write what happened
What were you thinking
What were you feeling in each of the circles.

Fill in as a group. If some of the circles have less written in them ask why, focus on that area for a bit until it is filled in. Reflect.



Option 3) Work in Pairs, Active listening. Allow 5 mins each for person to talk to another whilst being listened too fully. The person listening will then have 1 minute to summarise what they heard into the table above. Then the roles switch. It is important to be very careful about secondary trauma with this one. Do NOT do this part of the debrief if you feel that the experience you are discussing was very difficult for anyone in the room. Make sure the facilitators are aware of what is being said around the room.

After people have expressed their feelings of the day allow a brief pause, big breath in and out, repeat.

Ask all participants to put their feet flat on the floor, feel their connection with the earth and move their toes to ground themselves.

Give people space to connect what they heard from others to their own experience.

PART 3: Specific Event Business Questions. Actions and Logistics to Input. (30 mins)

This is the moment to start thinking more logistically. Focusing on more fact based questions and suggestions helps people to come out of the processing state in a supported and safe manner. There is a huge range of questions you may want to ask about. Here are a few:

| | |
|--|---|
| Information and briefing before action | What worked well? |
| | What could have been done better? |
| Action Coordination on the ground | What went smoothly? |
| | What delays/confusion did you experience or witness? |
| Coordination between Working groups | Were different working groups well coordinated? |
| Support for Non-Violent Communication | Was effective de-escalation present at potential conflict points? |
| | Did you experience or witness incidents where de-escalation was lacking/insufficient? |
| Preparation and supply of materials | What was in good supply? |
| | What supplies were poor or missing? |
| Closure questions | What did you learn about yourself? |
| | What specific skills are you going to improve? |
| | How can you use what you learned today in other situations? |
| Communication | What were some of the effective forms of communication that you used in completing this task? |

| | |
|--------------------------------|--|
| | How were differences handled? |
| Teamwork | How well do you think you did? |
| | What is the relationship between input into the plan and commitment to action? |
| Problem-solving | Have you noticed any patterns in the way you solve problems? |
| | What effect did planning time have on the process? |
| Action/Role Specific questions | Did the well-being training prepare you enough for your role? |
| | Was the police response affected by the noise of the pan banging action? |
| Connection | How much did you notice yourself being aware of your connection to your breath/body; the place; the elements (wind, rain, sun) and other beings? |

Feedback from this section can go straight into the round up, feedback loop section or into the rose thorns and buds table.

PART 4: Looking to the future and Farewells (15 mins)

Ask if they need another meeting with info on:

Future involvement

- Do they need more support
- Do they know where to get knowledge/information packs from.
- Etc...

This is not the space to give the information, just asking if what other trainings/materials may be useful in the future.

(Type info below)

Give space for Questions and requests.

Questions asked by participants

(Type info below):

Ask about future wellbeing:

What are you going to do tonight to look after yourself?

How are you getting home?

Who will you connect with beyond the group?

Have you got someone to call in the next couple of days?

Are you still in touch with your buddy?

Practical questions on personal wellbeing, grounding.

Can finish with a popcorn of words: standing in a group ask people to throw in words about how the session has been/anything that feels appropriate to them in that moment.

Round Up/Feedback loop:

This is a summary of what was discussed above made more readable for the feedback to flow into future planning. This will be handed over to the actions and logistics team.

(to be filled out by one of the facilitators after the debrief and emailed to relevant working group/sub-group co-ordinator)

Event and Roles:

Things that went well:

Things to note:

Difficulties:

Suggestions:

Action Points:

(and who they have been assigned to)