AFTER ACTION REVIEWS

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After Action Review Process (AAR) (1 of 4)

Event focused professional discussion, focused on performance
standards that enables people to discover for themselves what
happened, and why, and how to sustain strengths and improve
on weaknesses.

> Informal (quicker "on the spot", less costly, immediate feedback,
> few training resources, no training aids.)
> Formal (have external observers, more timely, use training aids,
> are pre-scheduled)

AAR (2 of 4)

During or immediately after each event
Focus on intended objectives and specific performance
Involve all participants in the discussion – candid insights,
professional decorum, dynamic dialogue
Use open-ended questions
Are related to specific standards
Determine strengths and weaknesses
Link performance to subsequent issues

AAR Key Points (3 of 4)

Intro and rules
Review objectives
Review what was supposed to happen
Identify what you were up against
Identify any relevant issues, procedures, or guidance received
Summarize what happened
Discuss key issues; Why it happened?

> Good things to sustain
> Bad things to improve

Discuss any optional issues or any over arching issues
Summarize

AAR steps (4 of 4)

   Planning (Who, What, Where, When, How)

   Preparing (Review objectives, identify the issues and collect information, organize the information, conduct rehearsal (if necessary)

   Conducting (Seek max. participation, maintain focus on the issue, constantly review, record key points.)

   Following up – using the AAR results (identify tasks requiring training, fix the problem, retrain if necessary, revise the SOP, re-code the error…, use to assist when assessing performance of an application)

AAR is NOT a critique. No one has all the information or answers. AAR maximize the ability of people to learn from each other. AARs do not grade success or failure. There are always weaknesses to improve and strengths to sustain!

The REAL benefit of an AAR? Take the results and use them!