

After Action Review

Turning Experience into Excellence



Leadership
Strategies 

Why This Service

At the conclusion of a project, organizations often move on quickly to the next priority without pausing to capture valuable lessons or resolve outstanding issues. An After Action Review provides a structured process to reflect on what happened, why it happened, and how future projects can be improved.

By engaging a skilled facilitator, your team can focus on open, honest discussion instead of managing the process. The result: insights you can immediately apply to strengthen future performance and ensure the current project is wrapped up effectively.

Learn How To

- **Capture Key Learnings** – Document successes and missteps to accelerate learning across projects.
- **Drive Continuous Improvement** – Turn lessons into practical actions for upcoming initiatives.
- **Promote Team Alignment** – Build shared understanding of project outcomes and next steps.
- **Ensure Closure** – Identify and assign ownership for remaining wrap-up tasks.
- **Strengthen Morale** – Give team members a voice in reflecting on their contributions and challenges.

Why It Works

Our facilitation approach creates a safe and constructive environment for team members to share candid feedback—what went well, what challenges occurred, and what could be done differently. The process encourages balanced participation, reduces the risk of blame-shifting, and channels discussions toward actionable insights. With an external facilitator guiding the session, you benefit from objectivity, proven techniques, and structured follow-up that ensures real value, not just a “check-the-box” exercise.

Ideal For Teams

- Aiming to build organizational learning
- Wanting clear insights into performance trends
- Seeking to enhance future project outcomes

Session Objectives

By the end of the facilitated After Action Review, your team will have:

- A clear, documented understanding of what went well and why.
- Identification of areas that need improvement and specific root causes.
- Agreed-upon actions to apply to future projects.
- Closure on unresolved items from the current project, with ownership assigned.
- A concise report that can be shared with leadership or archived for organizational learning.

Session Agenda

- Welcome and Session Purpose
- Key Topics to Discuss
- Project Review
- Done Well
- Areas to Improve
- Lessons Learned
- Follow-up Actions
- Review, Next Steps, Close

Session Duration

- Standard Session: 3–4 hours
 - * Ideal for mid-size projects, 8–15 participants
- Extended Session: 1 day
 - * Ideal for large, complex projects or multi-stakeholder initiatives
- Mini-Session: 90 minutes
 - * Ideal for smaller projects or quick-turn needs