

## Debrief Best Practices

1

### **BE PREPARED**

Set aside time to familiarize yourself with the Leader's report results. Review definitions in the report and in the Debrief Guide so you know how to interpret the results.

2

### **ALL FEEDBACK IS GOOD**

It's important to approach the report with an open mind and a positive intent. There is always room for improving perceptions and alignment, no matter what the results are.

3

### **CREATE A SAFE ENVIRONMENT**

Receiving feedback about leadership behavior can be hard. Be tactful, respectful, professional, and encouraging! Remind the Leader that this is an opportunity for growth and development, not a grade.

4

### **DISCUSS THREE AREAS OF FOCUS**

Find the Leader's three areas of focus listed in the Development Summary Overview of the Checkpoint 360<sup>°</sup> Individual Feedback Report.

5

### **MAKE AN ACTION PLAN**

Use the Individual Development Plan Handout to help the Leader reflect on behaviors they should keep doing, start doing, and stop doing.