

Example After Action Review agenda

Purpose

This is a sample agenda for a day and a half After Action Review.

Suggested time limits, content, and facilitation tips are listed, with time built in for breaks.

Section	Objective	Content and/or tools	Time limit	Facilitation tips	Notes
DAY 1					
Welcome and introductions	Welcome participants to the meeting and introduce participants	<ul style="list-style-type: none"> Icebreaker 	20 minutes		
Define rules	Establish meeting norms, gain insight from group into desired meeting norms	<ul style="list-style-type: none"> Publicly available platform for documenting meeting norms 	20 minutes		
Explain learning objectives	Introduce specific learning objectives	<ul style="list-style-type: none"> Visual display of meeting objectives 	10 minutes		
Benchmark performance standards	Introduce performance standards	<ul style="list-style-type: none"> Visual display of performance standards 	10 minutes		
10-minute break Total time: 1 hour + 10 minutes					
Review what was supposed to happen			1 hour	Provide a space for nonverbal feedback; try a round-robin discussion	
5-minute break Total time: 2 hours, 15 minutes					
Identify what actually occurred	Discuss what actually happened during the COVID-19 response, recovery, or resiliency topic under discussion	<ul style="list-style-type: none"> Visual display of timeline, or key events indicated by participants 	1 hour, 30 minutes	Provide a space for nonverbal feedback; try a round-robin discussion; remind participants to take breaks as needed	Pause for 5-minute break halfway through this discussion
45-minute break (suggested lunch)					
Examine why things went the way they did	Lead the group through an investigation of why things went the way they did	<ul style="list-style-type: none"> Tools for discussion and brainstorming <ul style="list-style-type: none"> Challenges and best practices mapping Root cause analysis through fishbone diagram Pain-point mapping Platform to visually share results from brainstorming session 	3 hours	Consider adding break-out groups for different activities; remind participants to take breaks as needed	Pause for breaks at the conclusion of each brainstorming activity
Close-out, next steps	Review the day, close out discussion and set up following day's action items		30 minutes		
DAY 2					
Formalize learning	Summarize key issues discussed and key outcomes from the discussions, areas for improvement	<ul style="list-style-type: none"> Visual display of key items discussed during day one 	2 hours	Provide a space for nonverbal feedback; try a round-robin discussion	
Close-out, next steps	Close out the discussion, explain next steps, thank participants for their time	<ul style="list-style-type: none"> None 	30 minutes	Allow a space to provide feedback, provide contact information for follow-up	Allow planning team to address next steps and any questions