**FSX24 Exercise Management Team Debriefing Guidance Note**

## Introduction

The aim of the exercise management team debriefing session is to review the processes of the exercise (from the scoping mission to the end of the exercise) and reflect on lessons for future exercises.

**2. Purpose**

For all the members of the exercise management team to share through discussion their feedback on what went well, what needs improvement, and what can be simplified in terms of planning and running a functional exercise.

This informal discussion is often lead by the exercise director, lead evaluator and/or exercise controller as a closed conversation with the full exercise management team. Every member of the team is given the opportunity to offer feedback and comments on the exercise.

The note from this discussion feed into the mission report and post-exercise reporting.

**3. Guidance**

* Ensure sufficient time is booked for the exercise management team to discuss before ending the mission; estimate 60 minutes
* Review the main activities in the workplan and discuss lessons and opportunities to improve processes
* Discuss how the simulation exercise was actually delivered
* Were the evaluators able to perform their tasks properly?
* Discuss the venue and the room layout—was it efficient?
* Do not discuss the actual findings of the simulation. This is done during the exercise debriefing with all the participants. Instead, focus on the delivery of the exercise. Ask the following questions:
	+ As a team, did we manage this project efficiently?
	+ What would I change in a future exercise?
	+ What would I recommend to another exercise management team?
* Thank all the members of the exercise management team for their cooperation, support and engagement.
* Explain how these identified lessons will be used to improve future exercises.