

PLANNING THE AAR

- Identify an event or activity to be reviewed
- Identify the primary point of contact for the review
- Determine when the AAR will occur
- Decide who will attend the AAR
- Select when and where the AAR will take place (plan for no more than 90 minutes)
- Confirm who will support the AAR (technical lead, champion, point of contact, scribe)

PREPARING FOR THE AAR

- Facilitator must maintain a neutral and objective demeanor
- Confirm the venue and agenda
- Obtain input from interested parties
- Announce the AAR and compile list of attendees
- Make logistical arrangements and set up the venue

FOLLOWING THE AAR

- Meet with Senior Management and Stakeholders to discuss AAR
- Send any follow up information to team if promised
- Develop any “New” training needed
- Keep Record of AAR to compare with future events
- Determine a follow up schedule and point of contact for each follow-up action

CONDUCTING THE AAR

- Strive for maximum participation
- Let the Participants Talk
 - Seek good communication/feedback from all
 - Ensure honest, candid, and professional dialogue
 - Ask probing questions
- Maintain focus on a positive and informative AAR
- Record key points