Hubs of Expressive Arts for Life

TOOL : Facilitator Debrief

The **Facilitator Debrief** is designed to guide conversations between session facilitators and the broader HEAL team, serving as a collaborative tool for reflection and response.

It provides time for reflecting on the session and planning the next one. It also allows facilitators to document observations and identify their needs. Additionally, it helps track participant referral needs to ensure they are addressed and followed up throughout the sessions.

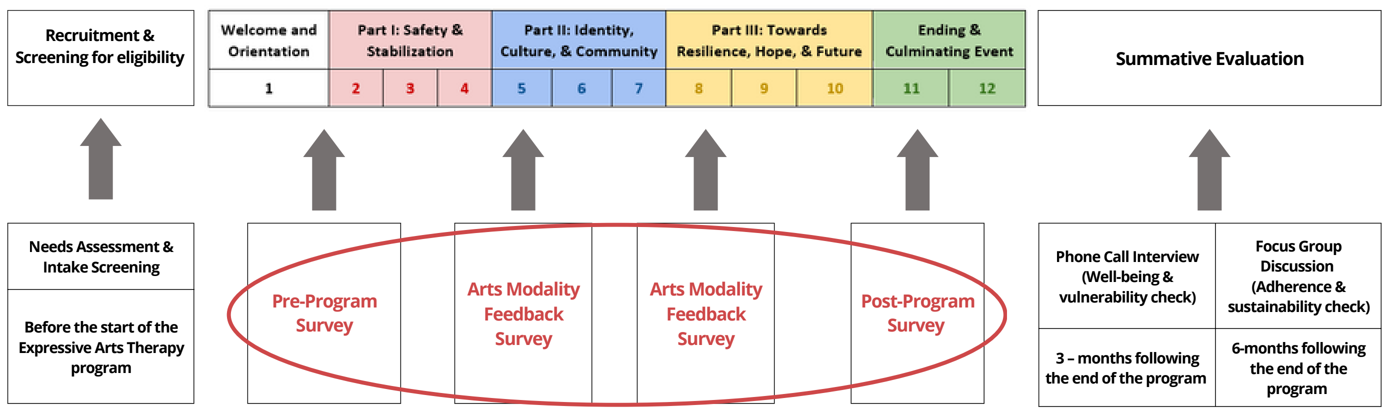
Debriefing sessions occur 15 - 30 minutes in duration following a session. Notes are documented digitally or hand written.

Key Themes: Referral Needs, Facilitation Technique, Session Improvements, Session Learnings, Team Based Approach

Special Considerations

- Encourage open communication and participation by all team members.
- Foster a non-judgmental and supportive feedback environment.
- Include facilitator wellbeing checks to support where needed in sharing tasks.
- Allow for one-on-one conversations with facilitation team members as needed.
- Be open to adjusting session content and delivery based on team feedback.
- Everyone's sharing is valued and heard.

Program & Evaluation Cycle



Reference: Access Alliance Multicultural Health and Community Services (2025). Tool: Facilitator Debrief.

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Access Alliance Multicultural Health and Community Services

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HEAL
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Tool Check List

This checklist serves as an initial guide for key considerations to use the **HEAL Facilitator Debrief Template**. It is not an exhaustive list, use this tool to spark dialogue among the facilitation team as an effective approach to ongoing evaluation. This tool serves as a collaborative tool for reflection and response after each session. The facilitation team includes expressive therapists, peer researchers, volunteers, and the HEAL core team from both lead and partner agencies.

Preparation Phase: Prior to a Debrief Session

- [ ] Notify facilitator team about purpose of debrief sessions and the expectations for participation is shared. Receive facilitator team consent prior to beginning the session.
- [ ] Ensure the debrief session is conducted in a closed, confidential, and safe space. Sometimes participants can linger around program areas.
- [ ] Duration of sessions can range from 15 - 45 minutes. Be mindful of peoples time and other competing priorities that day.
- [ ] Identify a note taker (e.g. digital or hand written) to document the discussion and action items. Placement students and volunteers are great notetakers.

Materials

- Printed Facilitator Debrief Template
- Pens or markers
- Clipboards
- Work Computer

While this checklist provides a helpful starting point, tailor this tool to meet the diverse needs of your facilitator teams. Adopt and make this tool relevant to your context. Reflect and learn together.

Implementation Phase: During a Debriefing Session

- [ ] Session template is used to guide the debrief conversation. Recommend a program coordinator to facilitate the session to ensure sharing from all members of the team have opportunity to share.
- [ ] Notetaker be mindful when documenting participants information. Ensure the document is stored in a password protected document or shredded once scanned digitally. Track participant referral needs, as accurately as possible with action items for specific facilitators to ensure their needs are being addressed in future sessions.
- [ ] The facilitator debrief and discussion notes focus on improving the session, not for research purposes, but for internal team use. Highlight and discuss areas such as facilitation techniques, session improvements, and session learnings.
- [ ] If conflict or tension arises, use the “Safety Protocol” de-escalation techniques to work through the situation. Report to a manager as needed to support decision making process. Emphasize common goals throughout the process and centre the discussion on team based solutions thinking.

Wrap Up Phase: Post Debrief Session

- [ ] Review key “action items” and assign follow-up actions to ensure accountability. Program coordinator sends meeting minutes to all facilitator team 1 - 2 days following debrief session.
- [ ] Ensure all members are leaving the debrief meeting feeling confident, encouraged, and prepared to host the next program session.
- [ ] Store all meeting minutes securely based as outlined by your agency’s data storage regulations.

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Implementation Tool

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Facilitator Debrief Session

This document supports session reflection and future planning, tracks participant needs, and provides guidance to ensure team wellbeing and program goals are achieved.

Date:

Note Taker:

Session:

Facilitator Team:

What are the main activities of the session? Any changes made from original session plan?
What themes or topics emerged from the session? (Participant reflections, topics of discussion, and interests?)
Sunshine Moments. What went well? What were successes? Why?

Implementation Tool

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Facilitator Debrief Form

Storm Moments. What were challenges in the program? What contributed to the challenges or barriers? What are improvements to implement to mitigate challenges?
Referrals. What are needs of participants that need additional referrals? Documentation of Referrals. State name or participant code, referral, reason, update, name of staff overseeing the referral, update on progress.
Next Session. What needs to be prepared for next week? (e.g. follow-ups, materials, communications etc.)