

AAR DATE :

ID Number:

1. What was expected

Before the event, what was the objective, plan or expected outcome? *It could be a shared plan, a formal agreement, a guideline, a personal expectation, or simply regular practice.*

2. What actually happened ?

After the event each participant describes what they did, saw or experienced during the event. *Explore the facts, while acknowledging the perspectives and feelings of others.*

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3. Why was there a difference?

Why was there a difference between the expected outcome and the reality of the moment? *Check if expectations were properly shared, and what constraints on people, time or resource prevented expectation being realised.*

4. What can be learned?

Learning is the prime action within an AAR. What will be different next time? *It may be a change in practice or policy, or a change in attitude, behaviour, shared understanding or greater insight. Direct the collective wisdom to improving future performance.*