



The Power of The Debrief

A life-changing presentation and communication tool

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Do You Debrief??

Whether you do or do not - we encourage you to keep reading.
This article may be life-changing for you!

Debriefing is an evaluation technique that is done AFTER the fact, to identify areas of potential improvement.

Our Debrief tool is straightforward. It's a simple and effective way to improve your presentation and communication skills - in both your professional and personal lives.

- It will yield incredible results when you maintain a self-motivated and enthusiastic approach.
- YOU will be the beneficiary of your heightened degree of self-awareness.
- As a result, your presentation and communication skills will be transported - to a higher level.

WOW!

And, during this challenging global health crisis - when most of us are practicing social distancing and working from home - it is your *virtual* toolkit that will be enhanced. In the near future, this very same debrief process will positively influence your in-person business interactions as well.

To experience *The Power of the Debrief*, the only 'investment' you need to make is your time. This powerful tool is free and always available to you.

The key components to continual debrief success:
Be truthful; Be specific; Be disciplined.

You may now be wondering - When & How would I do this?

WHEN:

After any business and/or personal communication - *formal or informal* - virtual or face-to-face.

HOW:

Ask yourself the following three questions - *in order* - while the experience is still fresh in your mind:

1. *What went well?*
2. *What did not go well?*
3. *What will I do differently next time?*

And document your answers.

That's all there is to it!

Now come along for the ride as we give you a behind the scenes tour...

1. What went well?

Start with the positive. It's important to acknowledge what you did well first - even if it's only one thing. Positive self-talk helps focus your energy on the growth you're seeking. *(Human nature often takes us to the negative stuff first. Fight that urge!)*

2. What did not go well?

Be honest and objective: This is confidential - between you and yourself. Don't hold back in your self-evaluation.

Raise your level of awareness: Give yourself the opportunity to truly see where improvement can be made. We are not suggesting, by any means, that you aren't already a good presenter/communicator. Only that the Debrief can make everyone stronger!

For example:

- Did you convey your material as clearly and concisely as you wanted to?
- Did you do or say anything that was distracting to the 'audience?' *Or to yourself??*
- Was your face on camera shadowed by poor lighting?
- *And what was all that stuff behind you in the video??* 😊

3. What will I do differently next time?

It's especially important in this part of your debrief to:

Be deliberate and intentional. This is the true essence of the debrief!

Be specific. It could be a simple tweak or a significant change; it could relate to your message content or to your delivery.

Be realistic. Change doesn't happen overnight. Choose one thing to work on at a time and pat yourself on the back when you feel the sensation of improvement. Sometimes one small intentional adjustment will have a profound impact on the whole shebang!

Consider this: If you only say to yourself, "*I'm going to practice more next time*" you will most likely not have the same HUGE impact we're talking about. It's too easy to sluff it off when you give yourself these types of general, vague instructions.

Instead, for a greater probability of success - tell yourself *specifically*:

- **What** you will practice (e.g. Anticipating and preparing for Q&A; slowing down; using fewer filler words, speaking with more enthusiasm; pausing for impact; simplifying your content; testing the audio / video before the call...)
- **When** you will practice (e.g. scheduling time on your calendar before your next 'presentation'; checking background and lighting in advance of video calls...)
- **How** you will practice (e.g. simulating a Question & Answer drill; role-playing with colleagues - in person or virtually...)

As you consistently debrief - and review these specific areas that you want to improve - you will (*in effect*) be coaching yourself!

Log your answers

Use your phone, laptop or any gizmo that provides you with convenient access to store your answers and then easily review at a future date. (*Paper & pen totally works! Keeping a notebook is also a great idea!*)

Prepare and Practice

Review the specific items you've decided to work on. Choose one and allow yourself adequate preparation and practice time to incorporate the change and feel ready to try it the new way.

Repeat the debrief process

After each time you present or communicate, perform the debrief.

Ask yourself the same 3 questions. If your new approach is working well - *Congrats!* To confirm that, ask others for honest feedback. If more adjustments are needed - there's always next time 😊

Then, get specific with something else you'd like to do differently - and go through the same process... *it's like a discovery mission to find the road to a higher level.*

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Our debrief process tends to increase your curiosity and enhance your confidence level - while making you a stronger communicator and presenter.

- Become more comfortable knowing what's working and what's not working
- Encourage yourself to try something new
- Find the balance that best suits your style
- Experience the peace of mind that comes along with increased confidence

The reason we're so sure this will work for you is that we've relied on The Power of the Debrief for years. It's become a mainstay of our own self-development!!

Our recommendation:

Begin to incorporate *The Power of the Debrief*...

TODAY, tomorrow and the day after that! Build this new habit.

Here's the plan we'd like you to take away:

1. Add the phrase 'Remember the Debrief' to your calendar as a daily reminder
2. Ask yourself the 3 debrief questions after phone calls, meetings, virtual communication experiences, networking events, interviews, etc.
3. Document thoughtful, honest and specific answers
4. Refer to your notes
5. Prepare what you are going to test out
6. Practice incorporating this change
7. Do the next presentation, meeting, phone or video call
8. Repeat the Debrief

You will experience progress every time!

We'd love to hear about your success with the Debrief tool. And, we're happy to respond to any questions you might have.

Please reach out to us directly at info@FelixWeiner.com

Take care and stay safe!

Compliments of your friendly professional development coaches...
Steve Felix and Liz Weiner



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