*Sample Template #9 – After-Action Report*

**After-Action Report**

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| **Facilitator:** | **Date of After-Action Debriefing:** |
| **Type of Event:** | **Date of Event:** |

**List debriefing participants:**

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| --- | --- | --- |
| **Name** | **Title** | **Role** |
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**Brief summary of event:**

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**What went well and why?**

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| **Successful Item/Action** | **Why?** |
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**What can be improved and how?**

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| **Improvement Item/Action** | **How?** |
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