



AAR BUILDING PRO-TIPS:

- Outline your AAR process on each AAR so everyone knows what's supposed to happen.
- Create different AAR formats that allow you to ask better questions related to what you're working on.
- Start with the defined objective that was set during the development of whatever project or client engagement you're developing. You're evaluating how well you did against what you set out to achieve.
- If your practice includes a recap email to a client, team members, or supervisors, we find it helpful to draft that email in the AAR for collaborative and documentation purposes.

Sample Kairos AAR

PROCESS:

- The engagement lead (EL) is accountable for scheduling, facilitating, and capturing insights/action items from the meeting.
 - EL reports Improvements for Solutions to Solutions VSO. (value stream owner)
 - EL reports relevant individual feedback to Team Health VSO.

HOP UP ON THE BALCONY TO ANSWER THESE QUESTIONS:

- **Did we build client health and capacity (surface and process issues AND provide reminders and insights)?**
 - The Kairos team members each have a different text color that we use when adding comments.
 - We build on each other's entries when appropriate in addition to leaving our own thoughts. This process affirms, builds upon, and offers colliding perspectives, which lead to richer insights.
- **Should we get more engaged at this point (ie, are there root cause issues that they need our help to address)?**
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- **Did we notice any parts of the Kairos process (UX, module, technology) that need to change?**
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- **What feedback do I have for my teammates?**
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- **With an eye toward the recap email, what are the most important takeaways for [our team or client] today?**
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RECAP EMAIL :