

## Pilot-Test Debriefing Guide

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### At the Beginning of the Pilot-Test Session

- Introduce yourself.
    - Name, position
    - Role in the analysis/design/development effort (if any)
    - Role in the pilot-test delivery (if any)
    - Role in the pilot-test evaluation processes
  
  - Define a pilot-test session.
    - It's a "beta test"
    - Its purposes
      - Primary purpose – debug the session content and instructional design before going out as a standard deliverable/product
      - Secondary – teach/deliver the workshop as designed/developed and have the participants learn and master the content to the level defined in the learning objectives
    - The evaluations will be carried out through three methods
      - Lesson written evaluations (if applicable)
      - Verbal debriefings at the end of each day
      - End-of-session written evaluations
    - Decisions regarding what revisions to make after the pilot test are in the hands of the Project Steering Team
      - Identify Project Steering Team members by name (if appropriate)
  
  - Describe the "pilot-test debriefing" schedule, process, and outputs.
    - Approximately one hour each day (approximately 5 p.m. until 6 p.m.)
    - Present the structure (and write down on a flip chart and post)
      - "Structured verbal debrief" of general comments/thoughts
      - "Structured verbal debrief" of each lesson covered during that day plus special emphasis on any exercises/applications that the participants went through
      - Final "structured verbal debrief" of general comments/thoughts
      - Debriefing facilitators' *reflections/insights/rationale/comments*
  
  - Explain how the debriefing will be processed, documented, and distributed.
    - Will their names be associated with their comments? (no)
    - Will they be given copies of all the evaluations and verbal feedback? (answer this for them)
    - Don't make any promises about what will be changed, and let them know that that is up to the Project Steering Team
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## Pilot-Test Debriefing Guide, continued

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### At the End of Each Day of the Workshop

- Conduct a “structured verbal debrief” of the participants’ general comments/thoughts, and write them on flip chart pages.
    - Attempt to get general reactions *only* without getting into details of a lesson (defer those comments).
    - Attempt to get a general consensus of whether there is an overall positive, negative, or mixed view of the day.
  
  - Conduct “structured verbal debrief” of each lesson covered during that day plus special emphasis on any exercises/applications that the participants went through.
    - Per *lesson*, write on flip chart pages the responses to the following (regarding content depth, delivery pacing, presentation materials, participant materials, demo/exercise materials):
      - What did you like? *Who agrees and who doesn’t (and why)?*
      - What didn’t you like? *Who agrees and who doesn’t (and why)?*
      - What would you change and how? *Who agrees and who doesn’t (and why)?*
  
  - Review previous days’ feedback (on flip chart pages), starting with day one feedback, and confirm/revalidate its appropriateness/applicability.
    - Attempt to get them to take back any feedback that seems erroneous at this stage of the learning.
  
  - Conduct final “structured verbal debrief” of general comments/thoughts.
    - Attempt to get a final general consensus of whether there is an overall positive, negative, or mixed view of the day.
    - Summarize the participants’ comments and suggestions.
      - Make sure that they know you heard them.
      - Don’t make any promises about what will be changed, and let them know that that is up to the Project Steering Team.
  
  - Debrief facilitators’ reflections/insights/rationale/comments.
    - State any thoughts you have/had about what’s going on, from your perspective, and why.
    - Explain/rationalize items as you see necessary to help the participants understand the thinking behind decisions . . . but don’t let yourself get defensive about any item. (You are here to hear them!)
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## Pilot-Test Debriefing Guide, continued

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- At the Conclusion of the Workshop**
- Conduct final “*structured* verbal debrief” of general comments/thoughts.
    - Attempt to get a final, general consensus of whether there is an overall positive, negative, or mixed view of the workshop, and write those comments on flip chart pages.
  - Summarize the participants’ comments and suggestions.
    - Overall
    - Lesson by lesson
  - Make sure that they know you heard them and understand where they are coming from.
  - Don’t make any promises about what will be changed, and let them know that that is up to the Project Steering Team.
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