

Debriefing Guide



Overview

Debriefing as a team after participating in the Global Management Challenge (including its trial) is a critical part of your learning experience. It allows time for reflection and enables teams to strategize on how to perform even better in the next phase of competition. We have developed a simple tool that you may use while debriefing with your team. Please note that this tool focuses mainly on how your team functioned as a whole and may not be 100% correlated with performance (although it may not be a far stretch to assume that those who score well in the debriefing likely did well in the competition!).

How to Use the Team Debriefing Assessment Tool

(This Excel Spreadsheet that is available for download at www.usamanagementchallenge.com/app/webroot/files/debriefing_tool.xlsx)

This Debriefing Tool is set-up to assess your team's **collective opinion** on how you performed in the four key areas related to managing a successful company:

1. Strategic management
2. Decision-making
3. Teamwork
4. Leadership

You must complete 1 form for your team (not individual forms for each team member). Steps on how to complete the form:

1. Team Leader or other representative should facilitate a virtual/phone/in-person conversation with all team members present. While together, members should agree on a rating for each question on the Debriefing Tool.
2. That **one answer** for each question must be marked by an 'X' (it indicates how you rated your team's performance on the scale of 0-10). **See SAMPLE of completed form on tab2** of the Excel spreadsheet.
3. The Excel spreadsheet automatically calculates your score as a team (you do not need to manipulate the last two rows on the document, which covers Total Number of X's, X Column Value, and your Grand Total).
4. Make note of your Grand Total (indicated by red text at the bottom right corner of the spreadsheet).
5. Interpret your score by using the scale at the bottom of this page.
6. Engage in further dialogue as a team and ask yourselves what you would have done differently or similarly to perform well and/or raise the bar for your team?

How to Interpret Your Score

More than 144: Congratulations! Your team either won the competition or was among the top teams. Your leadership styles as well as strategic and organizational skills contributed significantly to your performance. Keep it up!

Between 96 - 143: Your team worked very hard and you may have done well, but there is room for improvement. Perhaps you discovered the importance of organization, specialization, and strategy half-way through the competition? Consider how thorough preparations from the start may improve your performance in the future.

Between 48 - 95: You probably didn't receive the lowest share price in your group, but you were close to the bottom, right? Your team must discuss how effectively (or not) you may have organized yourselves from the start. Did you set goals, objectives, and create a strategy? Did you make decisions collectively or individually?

Between: 0 – 47: Our guess is that you didn't place any (or very little) emphasis on how to set up the foundation for your team and how to work in a synergetic fashion. Your team must reflect on why it scored so low, with special emphasis on your individual and collective actions. If you really felt that you tried hard and still scored low, then this just means that there is a big opportunity for improvement in the future. *Never underestimate the power of proper preparation!*