# TEMPLATE: Regional Exchange Debrief Document

*Completed by [Name of person completing the Reflection Document, Agency, Date]*

## **Regional Exchange Planning**

1. What parts of the planning process went well and why?
2. Which aspects could have been more streamlined?
3. Were any critical steps missed?
4. What additional tools or resources would have been helpful?

## **Regional Exchange Structure and Content**

1. What went well during the session and why?
2. What did not go well and why?
3. Which session format/structure was most engaging for participants?
4. Which session format/structure was least engaging for participants?
5. Which content was most engaging for participants?
6. Which content was least engaging for participants?

## **Event Facilitation**

1. Which components of the facilitation were the easiest?
2. Which aspects were more difficult?

## **Lessons Learned**

1. What lessons can we share to help future TPM Regional Exchange organizers?
2. What lessons can we share to help future TPM Regional Exchange participants?
3. Any other thoughts or comments?

*(Note: To be completed by session facilitators and attendees, as appropriate)*