



PROFESSIONAL DEVELOPMENT DEBRIEF GUIDE

**A guide to help you and your firm implement
new ideas and tactics learned from
your most recent educational forum**

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PROFESSIONAL DEVELOPMENT PROGRAM DEBRIEF GUIDE

Introduction

All too often we attend a professional development meeting, conference, webinar, seminar or speech and then work in “overdrive” upon our return to the firm to catch up from our time spent out of the office. There is almost no good time to debrief with members of our firm to discuss what information we may use moving forward.

LSSO understands and appreciates your time constraints. We have developed this Debriefing Guideline to help you distill, quickly, what information or data points will prove useful to your department or firm post-professional development session. Our Guide includes a number of suggested tools to facilitate your discussions.

We hope you hit the ground running and start implementing the ideas and tactics you learn from your most recent program immediately!

If you have any comments, suggestions or questions please feel free to contact us at info@legalsales.org or call 617.726.1500.

Thank you,

The LSSO Team

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(Professional Development Session/
Subject of Meeting)

DEPARTMENT CONFERENCE DEBRIEF MEETING AGENDA

REPORT FROM SESSION ATTENDEE(S):

WHAT WAS THE OVERALL THEME OF THE SESSION?

WHAT WAS MOST INTERESTING?

WHAT WAS MOST VALUABLE?

WHAT WAS MOST CONFIRMING?

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GROUP DISCUSSION AND REFLECTION:

BRAINSTORM

QUESTION & ANSWER

CONTRIBUTE OTHER DATA POINTS (RECENT ARTICLES, SIMILAR SUBJECT WEBINARS, PAST EXPERIENCE, ETC)

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APPLICATION AND ACTION PLANS

WHAT IS/ARE THE INSTANT DELIVERABLES?

IS IT APPLICABLE TO WHERE WE ARE NOW? WITHIN 2 YEARS?

DO WE WANT TO INCORPORATE INTO OUR FIRM? WHEN

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ACTION ITEM/FOLLOW-UP:

WHAT WILL WE DO NEXT?

BY WHEN (DEADLINE)?

WHO WILL DO IT?

WHEN WILL WE FOLLOW-UP AS A TEAM ABOUT THIS AGAIN?

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COMMUNICATION PLAN:

DECISION MADE:

SPECIFIC MESSAGE?

WHO NEEDS TO KNOW?

WHAT DO THEY NEED TO KNOW?

HOW WILL WE TELL THEM?

WHO WILL TELL THEM?

WHAT IS THE DEADLINE?

WHAT WILL BE THE METHOD OF COMMUNICATING?

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