



Ride-Along Debrief Questions

Department/Division _____

Date _____

1. Who was observed?

List the names and titles of the employees you shadowed.

2. What did I observe during the session?

Summarize impressions and observations, include specific challenges or workflows.

3. What were the major takeaways?

List 3-5 insights that stood out, think team dynamics and potential bottlenecks.

4. What feedback did I receive from employees?

Note any recurring themes or suggestions from employees

5. What action items have emerged?

Identify follow up questions or additional data to gather.