



Leadership After-Action Review

Use deliberate reflection and continuous process improvement to turn each leadership experience into a better next iteration.

LEADERSHIP FROM THE HELM

Tools Today. A Stronger Tomorrow.

A practical workbook for professionals and emerging leaders who want to navigate organizations with intention, build meaningful influence, and lead authentically.

HOW TO USE THIS WORKBOOK

- 1 Type directly into the fillable fields or print and write by hand.
- 2 Answer for the role and organization you actually have - not the one you wish you had.
- 3 Revisit the workbook periodically. Leadership, careers, and organizational terrain change.



Define the Iteration

Improvement begins with a specific event, period, or leadership problem.

CPI MINDSET

Do not ask only whether the outcome was good or bad. Compare intent with reality, identify causes, preserve what worked, correct what did not, and test a small number of changes on the next cycle.

Event / period / project / leadership situation being reviewed:

What was supposed to happen? What was my intent?

What would success have looked like?

What actually happened?

What evidence or feedback am I using - not just my own memory?



Sustain + Improve

Separate useful habits from friction.

WHAT HELPED?

What did I do that clearly helped the team, mission, or decision?

What did others do that I should reinforce, recognize, or repeat?

WHAT MADE THE WORK HARDER?

What did I do that created confusion, delay, rework, mistrust, or unnecessary effort?

What process, policy, resource, information, or organizational factor created friction?



Find the Cause

Do not correct the symptom and call it improvement.

FIVE WHYS

Choose the most important gap between intent and outcome. Ask why it happened, then ask why again until you reach a cause you can influence.

The most important gap:

WHY 1:

WHY 2:

WHY 3:

WHY 4:

WHY 5:

Likely root cause I can actually influence:



Leadership Feedback Scan

Test your self-assessment against the experience of other people.

RATE THIS ITERATION 1-5

Clarity of intent

Decision quality

Communication

Delegation / empowerment

Accountability

Care for people

Adaptability

Follow-through

What feedback did I receive - directly or indirectly?

What surprised me about my impact on others?



Corrective Action Plan

Convert reflection into a controlled next experiment.

STOP - What behavior or practice should I stop?

START - What new behavior or process should I test?

CONTINUE - What is working and must be protected?

OWNER / SUPPORT - Who else needs to be involved?

MEASURE - How will I know the change worked?

REVIEW DATE - When will I check the result?



Your CPI Brief

Close the loop and carry the lesson forward.

The one leadership behavior I will deliberately sustain:

The one leadership behavior I will deliberately change:

The one system/process change I will make:

The next situation where I will test these changes:

Leadership lesson learned - 3-5 sentences I can revisit before the next similar event:

Continue the Journey

Continuous process improvement is not endless self-criticism. Preserve what works, make the smallest useful correction, measure the effect, and repeat. The objective is a better system and a better leader on the next iteration.

Performance gets you noticed. Strategy moves you forward.