T **Step 1: Target**
What shall we discuss to improve patient care?
Share your perspective.

A **Step 2: Analysis**
Explore your agreed target, if appropriate consider:
1. What helped or hindered...
   communication / decision making / situational awareness?
2. How can we repeat successful performances or improve?

L **Step 3: Learning Points**
What can the team learn from the experience?

K **Step 4: Key Actions**
What can we do to improve and maintain patient safety?
Who will take responsibility for actions? Who will follow up?

Values

Positivity: Identify positive strategies and behaviours.
Avoid negative comments, choose neutral expressions.

Focus on finding solutions, rather than pointing out blame.

Professional communication, valuing everybody's input.

Step by step: Identify small objectives and follow up outcomes.

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