# Talking Points for Debrief Meetings

As covered in several of the other tools, a new employee’s first days, weeks, and months can be overwhelming as he or she assimilates a wealth of names, places, and other information. Scheduling regular debrief meetings with the employee gives managers the opportunity to clarify information and to answer any subsequent questions that may result from a meeting, orientation, or training session.

### After an initial meeting with department/lab/center employees:

* Who did you meet with? Explain the individual’s role in the organization (a current organizational chart may be helpful), and how individuals in these positions could interact with the new employee’s position.
* What topics were discussed? Do you have any questions regarding the information covered?
* Discuss how this individual can be a resource to the new employee (e.g. subject matter expert, authorizer, etc.).

### After the in-person Human Resources Orientation session:

Not all new employees may feel comfortable asking questions at an orientation, so it’s critical to inquire whether the new employee has any additional questions afterward.

* What did you learn about MIT at the orientation?
* What additional questions do you have about any of the topics covered (e.g. the Institute’s mission, values, benefits)?
* If not already discussed, tell the new employee how MIT’s mission and values apply to your department/lab/center as well as to his/her position.

### After a training session:

* What was the topic of the training?
* What new/important information did you take away?
* What information did you find helpful or applicable?
* What did you learn during the session that you anticipate using in your work? Discuss how the training benefits the employee in his/her new role.
* Was there any information you did not understand or that was unclear?
* What more do you need to know about the topic?