

Reflective Learning

Lessons Learned Log

	Description of Experience / Observation	Conclusion / Lesson Learned	Recommendation for Action	Mechanism for Sharing Lessons Learned
1				
2				
3				
4				

Guidance: Use this tool to a keep a record of what went well and what went badly, in order to share learning with others on:

[Get Access to our Complete Collection of 40 Editable Google Doc/Sheet Lessons Learned Templates here.](#)

- The incident
- The investigation process
- The implementation of recommendations and/or action plan

INSTRUCTIONS ON HOW TO COPY THIS TEMPLATE

PLEASE NAVIGATE TO **FILE** THEN CLICK ON **MAKE A COPY** (SEE ATTACHED IMAGE BELOW)

