

# The Flaxil Label (C): Debrief and Endnotes

LO  
To understand how planning can  
improve your briefing.

## CaseISM.com Briefing the team Structure

When giving a briefing it is always important to consider the structure. Think of it like an essay. An essay has a beginning, middle and an end. Similarly a briefing has the same structure and has particular points that must be raised including: ground orientation, whether there are any safety issues, a summary of the situation, the primary aim or goals to be achieved, the methods that are going to be used to achieve the aims, allocation of roles for team members, the timeframe in which the task must be completed, any equipment to be used to complete the task, checks on whether the team are motivated and whether they understand the tasks to be carried out.



## CaseISM.com Signposting

When the brief affects the speaker must have to read that the brief would be long and to be read, the speaker must therefore provide info to help overcome the subject matter in order of the subject matter. However, the main subject matter must be read. This will often have about 10 to 15 seconds of time.

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### Quiz

Team briefings originated in what setting?

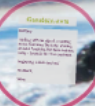
List three things that portray negative body language when briefing?

What three things must a good briefing have in place in terms of its structure?

The focus of debriefing is to provide what?

When debriefing adults what is the main 6 perspective?

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Video



Beginning

When the brief starts the speaker must have in mind that the brief must be brief and to the point. The speaker must therefore provide the only specific overview of the subject being, in mind the listener's knowledge of the subject matter. Practising the main points right from the start. This will often take about 10 to 20 seconds of time.

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Quiz

Team briefings originated in what settings?

List three things that portray negative body language when briefing?

What three things must a good briefing have in place in terms of its structure?

The focus of debriefing is to provide what?

Team debriefing asks what to the team's performance?

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# CaSeiSm.Com

## Briefing the team Structure

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Video



YouTube

# Beginning

When the brief starts the speaker must bear in mind that the brief must be brisk and to the point. The speaker must therefore provide only a quick overview of the subject bearing in mind the listener's knowledge of the subject matter. Mentioning the main points might just suffice. This will often take about 10 to 20 seconds of time.

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## Middle

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The main and most important part of the briefing takes place in the middle of the speech. This is the moment when power point slides, charts, transparencies or other information can be introduced and listeners are encouraged to take notes. It is also at this point when the speaker will get into the body of their talk.

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## End

As with the beginning, the end of the briefing should be short, but positive. It is normal to end the briefing by summarising the main points that were raised in the body of the speech, and it is important that the summary is produced in visual form. If the brief involves a course of action and instructions it is important to restate the course of action, but no new information should be introduced at the end as it will confuse the audience. It is also important to conclude quickly as briefings should always be brief.

A surfer in a black wetsuit is riding a wave. The water is a vibrant turquoise color, and the sky is a clear blue. The entire scene is framed by a large, thick pink circle. The text is overlaid on the right side of the image.

## Middle

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End

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## Quiz

Team briefings originated in what settings?

List three things that portray negative body language when briefing?

What three things must a good briefing have in place in terms of its structure?

The focus of debriefing is to provide what?

Team debriefing adds what to the team's performance?

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## Military

Fiddling with an object, crossing arms, hunching the body, walking around, touching the face, looking away - towards the floor perhaps.

Beginning, middle and end

Feedback

Value



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## Task

Student area › Public Services › yr12-13 › leadership › Lesson plan.

Describes the required communication skills to brief a team  
(P3 part one)

Describes the process to brief and debrief a team (P3 part two)

Research three team activities that you could deliver to Yr. 7 or yr. 12. plan for the,

The Brief

The main team task - roles, diagram, Scoring ETC.

Next Lessons The debrief