

Writing Strategic Briefing Notes

How to prepare effective briefing notes for Ministers, Deputy Ministers and Senior management

Overview – Why Take This Course

Briefing notes support effective decision-making and are a key communication tool. This workshop helps writers prepare succinct briefing documents, with relevant, accurate information provided on a timely basis. You will learn how to present your ideas logically to meet your readers' needs, with information that is easy to absorb, retain and refer to. You will also practice writing in plain language, with good grammar and correct punctuation. The workshop offers tips that apply to a wide range of templates and styles.

Audience

This workshop is designed for officers, analysts, specialists, and others at the entry and intermediate levels, such as EC/PM/AS-1 to EC/PM/AS-6 or equivalent, who are responsible for producing or reviewing briefing documents. Whether you have some or no experience with briefings, you will learn techniques to create texts that address the executive's concerns and achieve the desired outcome.

Instruction Methodology

The session includes interactive discussions, editing exercises, critique of real-life samples, and a final case study done in teams. During the training sessions, we also:

- Ensure a clear understanding of the participants' needs - their goals, strengths, weakness, etc.
- Adjust the content, taking steps to make sure that the training is relevant to the needs of the participants
- Make the training interactive, with appropriate multimedia elements such as videos, quizzes, group writing tasks, to engage learners and enhance the learning experience

Duration One day

Price \$595 plus HST

Topics

- The purposes and context of briefing notes and memoranda
- Understanding the recipient's information needs
- How to analyze the issue and reach a strategic recommendation or position
- Efficient use of writing time
- The intent of each section of a standardized format
- An evaluation checklist for the final draft
- How to critique and edit a draft for accuracy, clarity and brevity

Briefing Note Checklist

Participants will receive a Checklist to help them review key aspects such as planning, content and presentation.