

200 (TORQUAY) SQUADRON



BRIEFING TECHNIQUE

The Importance of the Briefing

Object: To give instructions or preparatory information for a meeting or activity.

Indications of a poor briefing:

- The exercise/activity falls apart due to cadets not knowing what they are supposed to be doing.
- Cadets get injured in the activity
- A general lack of enthusiasm during the activity
- The cadets didn't enjoy the exercise (although this will also be due to the actual activity as well).

SMEAC

There is a tried and tested method in the military which to give successful briefings and follows the mnemonic SMEAC:

Situation

- Give an introduction to the activity. If it is a field training exercise then state the current situation, location and any other relevant details.

Mission

- What is the actual objective for the exercise or activity. This should be short and use simple language so that everyone understands. Repeat this twice.

Execution

- Tasking: Assign jobs/roles to cadets such as a team I/C, 2I/C and a time keeper. If safety is an issue (e.g. a river crossing leadership exercise) then nominate a 'safety officer.'
- Equipment: What equipment does the team have to complete the exercise?
- Limitations: Are there any factors which may restrict the options the team has to completing the exercise. E.g. a bridge for a river crossing may only support 2 people at a time.

Any Questions?

- Ask the team if they have any questions regarding what you have just told them. If it is an activity that will be carried out again then take a mental note of questions asked, so that you can include them next time you give the briefing.

Check Understanding

- This is where you check to see if they do actually understand and are not embarrassed to ask silly questions. You ask them questions about the briefing to check if they listening.