

HOW TO WRITE A SEVEN MINUTE BRIEFING

BACKGROUND: Seven-minute briefings are based on research which suggests that seven minutes is an ideal time span in which to concentrate and learn. The technique is widely used in other professions. Learning for seven minutes is manageable in most settings and learning is more memorable if it is simple and not clouded by other issues and pressures.

1: REQUEST The need for a new 7 minute briefing (7MB) is identified by a Board, subgroup or individual

- usually to support a multiagency strategy or to raise awareness of an issue
- the identifier should assign the most appropriate subgroup or person as the lead for the drafting and approval process
- this will ensure relevant specialist input

WHAT TO DO

Get writing- the bigger the SPB series of 7MB, the more we can raise awareness and support colleagues everywhere to make safeguarding everybody's business.

See our website www.safeguarding.ie for more information.



2: RESEARCH

- before drafting a 7MB, the objective and audience should be properly defined
- search other LSAB or LSCBs to find out if the 7MB already exists and, if found, check content for different legislation etc.
- think about the format - see our 7MB resource for examples

5: REVIEW

- to ensure validity and continuing practitioner or public interest, every 7 MB should be reviewed after two years
- some topics may warrant consideration more regularly

4: PUBLICATION

Submit the 7MB to the SPB Training Team for publication. The team will:

- proofread & ensure the 7MB fits with SPB branding
- assist with formatting if required
- return the final proof for sign off
- publish the signed off 7MB on the SPB website
- add the 7MB to the SPB document register

3: DRAFTING

- put together a draft or adapt an existing 7MB
- ask the SPB Training Teams for the template
- don't worry too much about formatting at this stage
- submit the draft to the identified lead for sign off