

WRITING BRIEFING NOTES FOR THE GOVERNMENT OF CANADA

½ DAY

Course summary

Briefing notes are a valuable communication tool that can directly influence decision making, including the decisions of senior management. This Dynamic Instructor led Hands on course introduces a four-step process to writing an effective briefing note: plan, research, draft and review. Participants will learn how to use this approach to prepare clear, concise and strategic briefing notes that are in line with their communication goals.

COURSE CONTENT

PLANNING THE BRIEFING NOTE

- Set the Objective
- Analyzing the Context
- Setting Out the Note's Main Issue
- Determining the Recipient's Needs

RESEARCHING AND PRODUCING INFORMATION

- Importance of Consultation
- Information Accuracy
- Importance of Research
- Frame of Reference
- Important Contextual Reading Material

REVIEWING THE BRIEFING NOTE

- Writing the Final Version
- Final Checklist