Briefing and Debriefing

Briefings are used to update consultants and other staff with newest contextual information, debriefings to inform decision makers about specific situations, findings of evaluations or studies and respective recommendations. The briefing note is a key for every form of briefing, be it oral or written, face to face or distant. It should be:

- **short:** one or two pages;
- **concise:** use every word efficiently;
- **clear:** keep it simple and to the point; always keep your reader firmly in mind;
- **reliable:** the information in a briefing note must be accurate, sound and dependable;
- **readable:** use plain language and design your briefing note for maximum readability.

SDC – Knowledge Management Toolkit

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Structure of a Briefing Note

A briefing note includes the **purpose,** the **summary of the facts,** and the **conclusion.** Current sections of a briefing are:

- **Issue:** A concise statement of the purpose, proposal or problem.
- **Background:** The details the reader needs in order to understand what follows.
- **Current Status:** Description of who is involved, what is happening now, etc.
- **Key Considerations:** A summary of important facts and considerations.
- **Options:** Including the pros and cons of each, or what will happen next.
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More information: www.daretoshare.ch

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