

1

BACKGROUND

Seven minute briefings are based on a technique borrowed from the FBI. It is based on research, which suggests that seven minutes is an ideal time span to concentrate and learn. Learning for seven minutes is manageable in most services, and learning is more memorable as it is simple and not clouded by other issues and pressures.



**SAFEGUARDING
ADULTS
BRADFORD**

What are 7 Minute Briefings?



2

WHY IT MATTERS

The Partnership is aware of increasing pressure on services, which can make it difficult to release staff to attend training, as well as the need to keep learning and developing to maintain a skilled workforce, and that these short, team based learning events might be a helpful way to support learning

7

WHAT TO DO

The expectation is that team leaders will present briefings to their staff, once a month. It will be important to make the topic relevant to your service. The briefings should not be mixed in with the ordinary day to day issues of the team, as this will diminish their impact.

3

INFORMATION

The content of the briefings will be a mixture of new information (such as learning from Case Reviews) or a reminder/repeat of basic information with challenge to think about the application to practice in the team.

6

INFORMATION

They should be delivered face to face, so as to ensure they are not misunderstood, and there can be discussion of the subject and they do not become lost in other paperwork or emails.

5

INFORMATION

The briefings will be an invitation to think, and will end with discussion points which teams can use if there is time, but can also be omitted. The briefing will stand alone, even without the discussion, although if time is allowed for the discussion this is likely to enhance the learning of the team.

4

INFORMATION

Their brief duration should also mean that they hold people's attention, as well as giving managers something to share with their staff. It is planned to send out one briefing per month, to any manager in Bradford who wants to use it. The structure of each briefing will be the same, so it becomes easier to find the information, once managers are familiar with the format. Clearly the briefings will not have all the answers, but it is hoped that they will act as a catalyst to help teams and their managers to reflect on their practice and systems.