

BLUE BADGE FOUNDATION LEADERSHIP BRIEFING TECHNIQUE

Briefings are an effective tool for leaders to communicate information to their team so that everyone knows what's going on. The military **SMEAC** system is an easy and quick way to give an effective brief.



BEFORE YOUR BRIEFING

You should assign some roles to members of your team before you brief them. This will help them to know which information within the briefing is most important to their role.

TYPICAL LEADERSHIP TASK ROLES

- **2IC** – If the leader is in some way incapacitated then a deputy will need to take command.
- **Timekeeper** - If there is a time critical element to the task then this person must keep a close eye on the time.
- **Standards/Safety Control** – If there are dangerous elements or chances of limitations being infringed someone needs to keep an eye on this part of the exercise.

THE SMEAC BRIEFING

SMEAC is a mnemonic. Each letter signifies a section of the briefing sequence:

SITUATION

Give an introduction to the activity. If it is a field training exercise then set the scene, give the background information, 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. **Repeat this twice.**

EXECUTION

Are there any **limitations** which may restrict the options the team has to completing the task? E.g. only 15 minutes to complete a task or a bridge for a river crossing may only support two people at a time.

What **resources** are available for use during the task?

What is your detailed **plan** for completing the task? If you don't have a plan ask your team for help.

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 can check your teams understanding of the brief. You should ask each team member a question relating to the briefing. If they can't answer it correctly, repeat that part of the brief.

USING SMEAC



The benefits of using a standardised model like SMEAC is that the leader and the team follow a set pattern and get used to the way their briefings are delivered. This increases the efficiency of the briefing because people will not be wasting time asking questions about items that are covered later on.

BRIEF YOUR TEAM WELL

Bad briefings can cause problems. Make sure your briefings are clear and follow the SMEAC system.

A poor briefing could mean:

- The exercise/activity fails due to team members not knowing what they were supposed to be doing.
- People get injured in the exercise/activity.
- A general lack of enthusiasm during the exercise/activity.
- Nobody enjoyed the exercise/activity (this may also be due to the actual activity itself).



COMPLEX BRIEFINGS



SMEAC works well for simple tasks. But you may be presented with a more complex task and might be unsure how you can complete it. That's where your team can help.

You can utilise your team members to help come up with feedback and ideas to form a more concrete plan. For this we can use **SMEAC-EAC** to deliver the briefing and come up with a plan without losing control over your team members.

EAC: THE IDEAS STAGE



The **EAC** part of the SMEAC-EAC brief is delivered during the execution phase of SMEAC. The leader can ask the team for possible ideas on how to approach the given task.

EXECUTION OF THE PLAN

Ask your team one by one for ideas on how to complete the task. With more ideas drawn from the team the leader can decide what the best course of action is and this is now to be briefed to the team to ensure everyone understands the final plan.

ANY QUESTIONS?

Ask final questions relating to the plan.

CHECK UNDERSTANDING

Confirmation of understanding. Also a good time to receive a remaining time update from the timekeeper.

S M E A C

E A C