

# 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

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### PLANNING THE BRIEFING NOTE

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

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### RESEARCHING AND PRODUCING INFORMATION

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

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### REVIEWING THE BRIEFING NOTE

- Writing the Final Version
- Final Checklist