

Briefing Exercise Sheet

INSTRUCTIONS:

1. Convene in a group of 3-7 individuals.
2. As a Master Trainer, you have decided to implement briefings to improve coordination of care in your unit, department, or work area. Answer the questions that follow to plan your briefings and then develop a checklist to facilitate the briefings.
3. The group will have approximately 10 minutes to complete the exercise. At the end of the exercise, you will be asked to present your plans to the group at large.

Answer the following:

A. Think about your plan for implementing the briefing.

- i. Why/for what purposes will a briefing be conducted?
- ii. When will the briefing occur?
- iii. Where will the briefing occur?

B. Use the space below to develop a checklist to guide the brief in your unit, department, or work area.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

C. What outcomes do you expect to see as a result of implementing briefs?