

The best mLWRQ briefings result when the briefing is a conversational and creative process. This means that the knowledge gained from the brief is enhanced by discussion. This makes the end result more effective than just one person talking and all others listening.

SMECS – Internalize this! Make it part of who you are as a leader.



M,66,2 1 BRIEFING FORMAT

SITUATION

- Here is what I see.
- Here is what is going on around us.

MISSION / EXECUTION

- Here is how we're organized.
- Here is what I think we should do.
- Here is why this is important.
- Here is how it should look when we're done.
- Here is how I think we should do it.

COMMUNICATIONS

- Here is what we need to talk about.
- Here is who we need to talk to.

SERVICE SUPPORT

- Here is who is working with us.
- Here is what we need to make it work.

RISKS – CONCERNS

- Here is what I think we need to watch out for.

COLLABORATE

- How do you see your role in this?
- What other pieces do you have to add?
- What are your concerns?

Cut this out and add it to your leadership tool box!

Thanks to Russ Long, former Idaho City Hotshots Superintendent and a true Student of Leadership, for the inspiration and input to create this tool. Russ is currently a Fire Management Officer on the Upper Colorado River Interagency Fire Management Unit.