

## Toolkit 2

### Pre intervention

#### Learning Unit 9

### Peer support - having a supportive context is crucial to enhance resilience

#### 6 - Briefing in pre intervention phase

6. Do you meet your team in a preliminary briefing?  No

If you answered “No”: please train your members, to organise a briefing meeting.

#### Activities 10



Training

**Note:** To optimise the work group and the supportive collaboration between members it is important to verify that tasks, roles and goals are clear and shared. Training your members to use a briefing meeting before an intervention is a way to align them and to improve commitment and cooperation.

#### Activity 10.1:

**Instruction:** How do you run a briefing meeting in an emergency?

Target: coordinators/facilitators

#### Activity 10.2:

**Check before running a briefing meeting in an emergency**

Target: psychological rescuers





## **Activity 10.1**

### **Instruction**

#### **How to run a briefing meeting in emergency**

Target coordinators/facilitators

- 1) Prepare yourself:
  - a. Verifying the reliability of the contents
  - b. Being clear
  - c. Being synthetic and focused
  - d. Knowing your members attitude and expectations in advance to be prepared
  
- 2) Define the setting:
  - a. Timing: lasting of the meeting and moment of the meeting
  - b. Size of the group: ideal 4-20 people
  - c. Venue: a suitable room/place without external interfering
  
- 3) Define the agenda:
  - a. Arguments have to be organise for priority
  - b. Respect a logical sequence
  - c. Respect the time
  - d. Communicate it in advance
  
- 4) Run the meeting:
  - a. Announce the beginning
  - b. Take note of any absentees
  - c. Go to the agenda point by point
  - d. Ask for question and feedback
  - e. Be open to gather also negative emotions (e.g. fear and concern..)
  - f. Arise a participative climate
  - g. Write down new points and suggestions
  - h. Write down decision taken
  
- 5) Close the meeting:
  - a. Ask for further feedback and questions
  - b. Remind you all will have a debriefing after the intervention





## **Activity 10.2**

### **Check before to run briefing meetings in emergency**

Target: psychological rescuers

#### **Before the briefing:**

- Do you know who will brief you?
- Do you know when your team briefing will be taking place?
- How long will the meeting take?
- Do you know where the team briefing will take place?
- Are you expected to do any preparation/bring anything with you to the meeting?
- Look through the records of the last brief you received – are there any items still outstanding?
- Are you having problems with the mechanics of the team briefing which you'd like to raise with your manager/colleagues?

#### **At the briefing:**

- Concentrate and listen so that you hear the brief and the questions asked by other people
- Make concise notes
- Ask questions to clarify the information you have been given
- If you're expected to deliver a team briefing to your own team make sure you understand which points are of particular relevance to your area of work.

#### **Resource:**

[https://www.exeter.ac.uk/media/universityofexeter/communicationservices/internalcomms/UoE\\_Guidelines\\_for\\_Team\\_Brief\\_updated\\_September\\_2016.pdf](https://www.exeter.ac.uk/media/universityofexeter/communicationservices/internalcomms/UoE_Guidelines_for_Team_Brief_updated_September_2016.pdf)

