**7 Minute/Learning Briefing - Action Plan**

**Agencies are asked to complete this template when using a SSP 7 minute or learning briefing as a record – The SSP would also appreciate agencies shared the learning & feedback by sending it to** [**safeguardingpartnership@swindon.gov.uk**](mailto:safeguardingpartnership@swindon.gov.uk)

**Resource for all**

We have introduced ‘seven minute briefings’ to allow managers to deliver a short briefing to staff on key topics – they can also be used to support reflective discussion with practitioners.

7 minute briefings are based on a technique borrowed from the FBI! Research suggests that seven minutes is an ideal time span to concentrate and learning is more memorable as it is simple and not clouded by other issues and pressures. Their brief duration should also mean that they hold people’s attention, as well as giving managers something to share with their staff.

Clearly such short briefings will not have all the answers, but it is hoped that they will act as a catalyst to help teams and their managers to reflect on their practice and systems. The expectation is that team leaders will present briefings to their staff, on a regular basis – seven minutes is manageable in most services so why not discuss one in your next team meeting?

Our briefings will be issued on a regular basis, providing a mixture of new information or a reminder of basic information with challenge for teams to think about the application to practice within their teams.

**Title of 7 Minute briefing ……………………………………………………………………………………………………………………….**

**Name of organisation ………………………………………………. Team manager ……………………………………….……………**

**Name of section and team …………………………………………. Contact details ………………………………………….………...**

**Identify the learning or recommendations that are relevant to your team and your team’s discussion on those points**

**1 …………………………………………………………………………………………………………………………………………………………**

**……………………………………………………………………………………………………………………………………………………………**

**2 ………………………………………………………………………………………………………………………………………………………….**

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**3 ………………………………………………………………………………………………………………………………………………………….**

**……………………………………………………………………………………………………………………………………………………………**

**Please ensure you keep a copy of this discussion and plan for your records**

**Action Plan**

**What actions have been agreed to improve practice?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What need to happen?** | **Who will do it?** | **By when?** | **How will you know when this has been done?** | **How will you know if it has worked?** |
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**Please ensure you keep a copy of this discussion and plan for your records**