

7 Minute Briefing: A Guide to Writing a 7 Minute Briefing

7 WHAT TO DO

Get writing - the bigger the WSP series of 7MB, the more we can raise awareness and support colleagues everywhere to make safeguarding everybody's business.

See our [adult](#) and [child](#) website pages for more information on 7MBs.



1 BACKGROUND

7-minute briefings are based on research which suggests that seven minutes is an ideal time span in which to concentrate and learn; the technique is widely used in other professions.

Learning for seven minutes is manageable in most settings; and learning is more memorable if it is simple and not clouded by other issues and pressures.

6 REVIEW

REVIEW

- to ensure validity and continuing practitioner or public interest, every 7 MB should be reviewed after two years.
- some topics may warrant consideration more regularly.



2 REQUEST

REQUEST

The need for a new 7-minute briefing (7MB) is identified by a Board, subgroup or individual:

- usually, to support a multi-agency strategy or to raise awareness of an issue,
- the identifier should assign the most appropriate subgroup or person as the lead for the drafting and approval process,
- this will ensure relevant specialist input.

5 PUBLICATION

PUBLICATION

Submit the 7MB to the WSP Business Unit Manager for publication. The Business Unit Manager will:

- Proof-read and ensure the 7MB fits with WSP branding,
- assist with formatting if required,
- return the final proof for sign off,
- publish the signed off 7MB on the WSP website,
- add the 7MB to the WSP document register.

4 DRAFTING

DRAFTING

Put together a draft or adapt an existing 7MB:

- ask the WSP Business Unit for the template,
- don't worry too much about formatting at this stage,
- submit the draft to the identified lead for sign off.

3 RESEARCH

RESEARCH

Before drafting a 7MB the objective and audience should be properly defined.

Search other LSAB or LSCBs to find out if the 7MB already exists.

Think about the format – see our 7MB resource on [adult](#) and [child](#) web pages for examples.