



HEALY'S HELPFUL HINTS

When briefing Reserve Senior Leadership, in a preparation briefing for a meeting/event/conference consider the following questions:

- What is the intent/topic of this meeting?
- Who is the audience? Are other senior leaders attending?
- What is the objective of this meeting?
- What are the Reserve equities in this meeting? How does this topic impact the AFR?
- What is the Reserve Position on the topic?
 - Do you agree with the Reserve Position? Why / Why not?
 - If there is no position, what is your recommendation?
 - Does this make fiscal sense for the Reserve Enterprise? What is the return on investment? Include the metric data that supports this with references to source information.
- Do you anticipate others will agree or disagree with our position (views of others)?
- What questions will the senior leader encounter at this meeting?
- What does success look like for this meeting?

Why do Reserve Senior Leaders need to know about this topic? Is it for **ADVOCACY / DECISION / INFO?**

- *If it's for information only, why do they need this information? What is triggering this discussion? Is it time-sensitive?*

When presenting information consider the following:

- *Condense information; Use concise data driven bullet statements - Start with why / impact statement*
- *Consider that not all details are relevant*
- *Qualify data to provide context (e.g. 14 AFR participants vs AFR contributed 14 of 100 participants)*

If you want a decision, provide recommended COAs and clearly identify which COA you recommend.

- *What risks are associated with each COA?*
- *Ensure all COAs are executable / feasible*
- *What are the views of others? Why would this be a bad COA to others? What are the other components and Services doing about this? Can we join forces with them to accomplish the task?*

When briefing Reserve leadership

- *Put acronyms on the bottom of the slide deck or in notes page*
- *Keep the information high level. Assess your brief - is it strategic, operational or tactical?*
- *Think of the information from a senior leader perspective and don't get down into the weeds*
- *Explain what you know and don't know and provide the data that supports this*
- *Provide your recommendation and explain why you recommend it*
- *Take notes on the tasks. Have a note taker to back you up to record decisions and tasks*
- *Provide task readbacks at the end of the briefing to confirm that you captured the tasks accurately*