

LEADERSHIP SKILLS: COMMUNICATION BRIEFING

When providing a brief, consider the STEAC acronym:	
S ituation:	<ul style="list-style-type: none">- Clearly outline the situation or objective to be achieved.- Provide relevant background information to help the team understand the task's context.- Explain why the task needs to be done (e.g. annual maintenance, wear on ropes).
T ask:	<ul style="list-style-type: none">- Highlight any safety considerations.- Specify timeframes, including start and completion times, or when updates should be given to the leader.- Identify team members with designated responsibilities or delegated authority (e.g. sub-teams for larger tasks).
E xecution:	<ul style="list-style-type: none">- Explain how the task will be carried out, assigning specific tasks to individual crew members.- Provide a step-by-step explanation of the process.- Outline any restrictions or boundaries for the task.- Inform the crew where you will be available for questions or assistance if complications arise.
A ny Questions?	<ul style="list-style-type: none">- Encourage individuals to ask questions to clarify any doubts.- Observe body language and maintain eye contact to identify potential misunderstandings.
C onfirm Understanding	<ul style="list-style-type: none">- Verify crew understanding by asking targeted questions to individuals.- Review the task step-by-step, ensuring all details are clear.

Top Tips:

<ul style="list-style-type: none">- Seek clarification from your leader if you do not fully understand the task; this helps gain team confidence and ensure clarity.- Avoid using acronyms or unfamiliar language that may confuse others.- When responding to clarification questions, adapt your explanation instead of repeating instructions verbatim. Use alternative language or examples to improve understanding.
