SAMPLE TEMPLATE FOR TALKING POINTS

TALKING/DISCUSSION POINTS FOR SECRETARY OF DEFENSE

[TOPIC]

**[Date/Time**: DD, Month, HH:MM AM/PM]

**Overall**

* These points should be short, but clear statements of major issues or points to be covered in the meeting. They should:
* Focus on achieving the objectives of the meeting.
* Be understandable as a stand-alone document, although more in-depth examination of the issues can be provided in the Read Ahead background document.
* Cover only the key elements of what the Secretary needs to know and be prepared to deliver or discuss.

**Types of Meetings**

* If an **internal meeting**, these **discussion points** should:
* Serve as guidelines for the discussion.
* Highlight any decisions the Secretary may be asked to make.
* Provide the highlights/key points the Secretary should take away from the discussion.
* If an **external meeting**, these **talking points** should:
* Provide the Secretary with crisp language to achieve the objectives/deliverables of the meeting.
* Be crafted to ensure a logical flow to the conversation.
* Highlight land mines to avoid or objections that may be raised.

 --SAMPLE TEMPLATE FOR READ-AHEADS--

READ-AHEAD FOR SECRETARY HAGEL

[TOPIC]

**[Date/Time:** DD MMM YY, HH:MM AM/PM]

**[Location]**

**From:** [Principal’s Name, Title, Organization, and Telephone Number]

**Lead:** [Briefer/Organization]

**Key Attendees:** [List key attendees and their titles]

**Objective:**

* One to four bullets that highlight the Secretary’s role in the meeting and its key deliverables.

**Background:**

* Should provide supporting information/material for the Talking Points/Discussion Points.
* Short but clear statements of major issues or points.
* Include information regarding disagreements/controversy about key issues or objections that may be raised.

**Attachments:**

1. Supporting documents/slides/charts
2. Biography(s)

**Coordination:**

* Ensure relevant coordination is completed prior to submission and indicated here (or at a TAB).

[Prepared By: Name/Organization/Telephone Number]