

HUBBARD COMMUNICATIONS OFFICE  
Saint Hill Manor, East Grinstead, Sussex

HCO POLICY LETTER 4 MARCH 1971

Remimeo  
Exec Hats  
LRH Comm Hat  
All Staff

WEEKLY STAFF BRIEFING

At the end of each week a staff meeting is to be convened as a briefing of all staff on the accomplishments of the org that week.

The Honorary Chairman of the meeting is the Executive Director of the org, or in his absence the LRH Comm. The Dir of PR (or the Div 6 Sec) takes the role of MC.

The purpose of the meeting is to let all staff know what actions the org is doing - and what wins and gains were made that week.

The staff briefing in no way supplants the monthly staff meeting outlined in earlier policy, nor does it reduce the use of the OODs each day. It is a "LOOK AT WHAT GREAT THINGS WE DID THIS PAST WEEK AND LOOK AT WHERE WE'RE GOING TO GO!!!" -type of meeting. It's a weekly recap and serves to launch the org into a brand new week - ready for action.

The format of the meeting is as follows:

The meeting is opened by the Dir of PR, immediately followed by a brief rundown of org production and wins that past week from the Honorary Chairman. Next the Dir of PR has each Div Head give the wins and news of his Division for that week; especially upstat staff members should be validated with a rousing round of applause by all staff. Then if any other staff member has some successes to contribute, he relates these.

Next comes a short briefing by the Dir of PR on the area of PR of the org - contacts made that week, press wins, PR successes, survey and Image data.

The Honorary Chairman gives a brief talk on the org goals and plans for the coming week and gets the agreement of all staff. Any future org plans are made known.

Last of all, the LRH Comm is called upon to reaffirm LRH as Source and to gain strong agreement on making Ron's postulates stick.

The meeting is closed by the Dir of PR, or Div 6 Sec.

It will be found that as more and more enthusiasm builds up, the meetings will tend to become longer. The Dir of PR is forewarned not to let them become overly long! These briefings are to be short and full of life, to raise staff morale and group spirit.

Orgs ARE Third Dynamics - and being a member of a Scientology Org staff carries with it participation in the goals and activities of the group. The stronger the group spirit in Scientology orgs, the faster will be the advance of Scientology on this planet. And the Weekly Staff Briefing will strengthen the Scientology org group.

LRH Comm Aide  
and  
Distribution Aide  
for  
L. RON HUBBARD  
FOUNDER

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