



Team Briefing

Aims

This course is designed to cover the essential skills and practice that will enable delegates to prepare and successfully carry out a team brief.

Objectives

By the end of this course you will be able to:

- Understand how team briefing works in practice
- Develop the skills to prepare and give team briefs
- Link team briefings to the business needs

Who Should Attend

All managers, team leaders and supervisors who want to develop their skills in preparing and giving a team brief.

Course Content

- The problems of communication and the methods available
- What managers and supervisors can do at local level
- Definition of team briefing
- Face-to-face briefing
- Relevance of the information
- Core and local brief
- The information drill
- Deputies, absentees and the co-ordinator
- Feedback
- Preparing and giving a brief
- The core brief

Duration

1 Day