

Team Briefing Skills

INTRODUCTION

Designed for Managers, Supervisors and Team Leaders, who are required to implement and utilise a team briefing system.

This highly participative course, reviews the benefits of communicating the corporate message through well prepared and clearly defined briefings

COURSE OBJECTIVES

By the end of the course, delegates will have:

- **Understood** the principles of team briefing
- **Understood** how team briefing fits into the overall communication strategy
- **Understood** how to make briefing relevant to team
- **Practised** preparing a briefing document
- **Practised** conducting a team briefing

COURSE DURATION: 1 Day Course

COURSE CONTENTS

Introductions

Communication and Leadership

Benefits

Why Team Briefing

Key Principles for Successful Briefing

Tools & Techniques

How to prepare a brief - exercises

The importance of questions and feedback

Dealing with conflict in Briefings

Conducting a Team Briefing – exercise

Personal Development Action Plan

Throughout this course there will be a number of practical exercises carried out which will enable delegates to put into practice most of the theory covered

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