

## **An Introduction to Team Briefing**

This session has been written for managers who are, or who will be, running team briefings.

The session is designed to prepare managers for the process, including explaining its purpose and structure.

### **Programme objectives**

By the end of this programme, delegates will be able to:

1. Explain the features of a team briefing process
2. Describe the benefits of the system
3. Plan and prepare for a team briefing session
4. Manage participation within the briefing.

### **Further information**

The programme is comprehensive and will provide managers and supervisors with the knowledge and skills to be effective in carrying out a team brief.

**Duration:** Two hours