

**Workshop title: Effective Briefing through Team Meetings**

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**Aim:** To help managers use team briefings and communication meetings for sharing information and getting ideas from staff and management. The benefits to the company will be managers who have clear and open communication with their teams and motivated staff who feel involved in and contribute to the future of their company

**Designed for:** All managers who brief staff through team meetings

**Objectives:** During the workshop, managers will

- prepared the purpose, content and approach of a team briefing
- learn how to deal with questions, issues and feedback in a constructive and appropriate way
- practise running a useful discussion on live topics

**Method:** This workshop will be participative with discussions and practical exercises as well as managers' own material and experience to ensure the theory is put into practice and relevant to the workplace.

**Content: Presenting briefing items**

- \* The role of the manager in the team briefing system
- \* Balancing the needs of managers and staff
- \* Preparation for getting the most out of a briefing item

**Questions, answers, issues and feedback**

- \* Identifying the most appropriate sources for answers to questions
- \* The difference between a briefing issue and a management issue
- \* Feedback on team briefing meetings

**Running effective discussions**

- \* Different reactions to and behaviours in discussions
- \* Preparation and structure for a discussion
- \* Skills for handling the topic and the people

**Put the theory into practice**

- \* Application of the day's learning with colleagues
- \* Feedback on the strengths and improvement areas for each individual
- \* Action plans and workshop debrief discussions