



**Workshop title: Effective Team Briefing**

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**Aim:** To help organisations use team briefings for introducing change, sharing information and getting ideas from staff and management so everyone is able to contribute to its future.

**Designed for:** All managers who brief staff or other managers

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

- prepare the purpose, content and approach of a team briefing
- deal with questions, issues and feedback constructively
- run a useful discussion on an agreed topic
- practise and receive feedback on one of the above

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

**Length:** 1 day

**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
- \* Discern 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**

- \* With colleagues, apply the day's learning
- \* Feedback on the strengths and improvement areas for each individual
- \* Action plans and workshop debrief discussions