



# BRIEFING SKILLS

## WHO IS IT FOR?

This workshop is for managers, team leaders and project co-ordinators to help them effectively communicate their goals and expectations from the beginning of every project. Whether employees are dealing with a supplier or talking to their team or colleagues, Briefing Skills will help them brief people clearly and constructively.

## OBJECTIVES

As delegates learn how to develop focused, comprehensive briefs - and acquire the skills to present them successfully - they will find it easier to get the results they are aiming for in a wide range of situations. Most importantly, the business will benefit from the time and resources saved by giving others accurate, relevant information about the projects they are involved in.

## CONTENT

- Identify what to include in (and omit from) briefings
- Understand how to plan and prepare for briefings
- Describe how to deliver briefings effectively
- Use feedback constructively to keep management informed.

## METHOD

The workshop consists of various activities, case studies and provides an opportunity for people to share their experiences, in a safe, controlled and confidential environment. It also aims to explore individual's current understanding and views through group work and interaction.

## DURATION

Half Day.