

TEAM BRIEFING

Introduction:

Anyone who is concerned about effective communication within an organisation will benefit from attending this programme. Breakdown of the communication cycle is often blamed for many of the problems that occur in organisations.

Objective:

A formal system of communication can help to eliminate many of the mistakes, made. Team briefing is a communication technique which when operated by all tiers of management ensures that employees at all levels are kept abreast of issues that affect them at work.

Programme Synopsis:

- Explain the importance of effective communications
- Describe how a Team Briefing system works
- Identify subjects which should be covered during a briefing session
- Describe the stages in team development and the importance of individual roles within a team.
- Effectively plan and conduct a Team Briefing Session
- Handle questions and feedback resulting from a Team Briefing Session

Duration: One (1) Day

Course Code: TSCTB

Certification: Training Solutions 2000