

BRIEFING SKILLS FOR JUNIOR, MIDDLE AND SENIOR LEADERS

COURSE INFORMATION

The aim of this course is to equip junior, middle or senior managers with the necessary skills to ensure that clear and concise briefings are conducted up, down or across an organisation. It is important to have a structured approach when briefing staff to conduct tasks. This will ensure that tasks are completed properly, on time and within budget.

AUDIENCE

This course has been developed for managers who wish to learn, develop or enhance their skills in undertaking effective briefings.

COURSE LENGTH AND DELIVERY METHODS

This course is a one-day course.

It can be delivered virtually or in-person.

COURSE OBJECTIVES

By the end of this course, participants will be able to:

- Identify the roles and responsibilities of a briefing officer.
- Understand the benefits of using a briefing tool in a systematic manner.
- Develop and implement a briefing strategy.
- Compile an overarching report for the information of Senior Managers.

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