

Duration: 2 hours 30 mins

Course level: Introductory

Delivery method: Online

Introduction

Effective briefing allows managers, team leaders and project co-ordinators to 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.

As participants 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.

Who is the course for?

Briefing Skills is for people who are likely to become line managers. It is also suitable for those who are already in post, but have had little or no formal training and limited work experience.

There are no formal entry requirements and the easy to follow, step-by-step format of this course means participants can work at their own pace, making it ideal for anyone new to the subject.

What will you get from this course?

When you have completed this course, you will be able to:

- 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.

Course features

Briefing Skills gives you a theoretical introduction to communicating your requirements.

The course uses a simple case study, and basic exercises such as multiple choice and true or false questions. After each exercise you'll be given feedback on how you've done.

An audio soundtrack delivers most of the content, with simple graphics and on-screen text summarising the key points.

You can print a transcript of each screen's audio component for future reference. The course also includes a glossary of business terms, an alphabetical list of business "thought leaders", and a resources section featuring links to useful online business resources.

Briefing Skills is available for six months from the date first accessed.

Other courses you might be interested in

Written Communications
Producing Project Reports
The Apprentice: Selling, Pitching and Presenting

Giving and Receiving Feedback
Leadership

Course code: 100594BT043

Ufi Ltd October 2007. All rights reserved. **learndirect** is a registered trademark of Ufi Ltd. All information correct at time of going to press.

**Our
future.
It's in
our hands.**

