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| Title: | **Briefing the work team**  |
| Level: | 2 |
| Credit value: | 1 |
| Unit guided learning hours | 6 |
| Learning outcomes (the learner will) | Assessment criteria (the learner can) |
| 1. Understand how to plan for a team briefing

28 | 1.11.21.3 | State the aim(s) of the team briefing8Anticipate the needs/expectations of the team prior to the briefing8Define the objectives of the team briefing its structure and content 12 |
| 1. Be able to deliver a team briefing

60 | 2.12.22.32.4 | Prepare the location for the team brief ensuring relevant equipment is sourced12Communicate the location and any relevant information to the team prior to the briefing12Conduct a team briefing effectively responding to any enquiries during/after the team briefing24Outline how to ensure the team’s understanding of the team brief12 |
| 1. Be able to report back on a team briefing

12 | 3.1 | State how outcomes of the briefing can be reported back to management12 |
| **Additional information about the unit** |  |
| Unit purpose and aim(s) | To develop an understanding of briefing the team as required by a practising or potential team or cell leader. |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | Links to MSC 2004 NOS: B5 |
| Assessment requirements or guidance specified by a sector or regulatory body (if appropriate) |  |
| Support for the unit from a sector skills council or other appropriate body (if required) | Council for Administration (CfA) |
| Equivalencies agreed for the unit (if required) | M2.15 Briefing the work team  |
| Location of the unit within the subject/sector classification system | 15.3 Business Management |
| **Additional Guidance about the Unit** |
| **Indicative Content:** |
| 1 | * Size, knowledge, needs and expectations of audiences
* Purpose of the briefing/presentation – tell, sell, impel, entertain
* SMART objectives
* Selecting relevant information
* Logical structure of the briefing
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| 2 | * Planning and preparation for briefings
* Presentation skills
* Venue considerations
* Visual aids
* Barriers to the communication
* Overcoming nerves
* Summarising
* Promoting and handling questions
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| 3 | * Checking understanding
* Reporting back to management
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