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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 | | | 1.1  1.2  1.3 | State the aim(s) of the team briefing  8  Anticipate the needs/expectations of the team prior to the briefing  8  Define the objectives of the team briefing its structure and content  12 |
| 1. Be able to deliver a team briefing   60 | | | 2.1  2.2  2.3  2.4 | Prepare the location for the team brief ensuring relevant equipment is sourced  12  Communicate the location and any relevant information to the team prior to the briefing  12  Conduct a team briefing effectively responding to any enquiries during/after the team briefing  24  Outline how to ensure the team’s understanding of the team brief  12 |
| 1. Be able to report back on a team briefing   12 | | | 3.1 | State how outcomes of the briefing can be reported back to management  12 |
| **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 | | | |
| 2 | * Planning and preparation for briefings * Presentation skills * Venue considerations * Visual aids * Barriers to the communication * Overcoming nerves * Summarising * Promoting and handling questions | | | |
| 3 | * Checking understanding * Reporting back to management | | | |