

TEAM BRIEFING CHECKLIST

Your team brief provides you with a perfect opportunity to communicate with your team and gauge their level of motivation and satisfaction. This checklist walks you through the process of preparing a team brief so that they are seen as effective and informative

Actions

1. Be aware of and follow any guidelines for team briefs that your organization has. But ensure that deliver the brief in your own style so that it comes across as real desire to communicate with your team members and reflects the type of team you are responsible for.

2. Set your team's expectations of the team brief by explaining your objective of this meeting and the type of behavior and communication you expect, for example

- Hold questions till the end of each agenda item.
- This is the opportunity for the team to have open and honest exchange of information and ideas.
- Attendance is expected for all.

The actual location you are able to hold such a briefing in may dictate the extent to which you are able to have an open exchange, but if possible it needs to be away from the team's desks to ensure you have their full attention.

3. Depending on the nature of your role within the organization you may have to have a series of cascade team briefs to communicate with your whole team. Whatever style of your briefs you need to:

- Diarize the time, date and location of your team briefs for at least six months or the whole year. Be mindful of the different work patterns of your team e.g.
 - Mixture of full and part-time workers.
 - Shift and rotation workers
- If you need to delegate this task to department or divisional heads give them clear guidelines on how to achieve your objective for such meetings.
 - Optimum size of briefings s 4-12 people.

4. Create a broad timed agenda for your team briefs so that everyone knows what to expect. Any one-off items can be added as needed and communicated prior to that meeting.

Agenda example:

Corporate Update	5mins
Division/Department Update	10mins
Team/Project Update	15mins

Write short notes to remind yourself of all key points you want to communicate. Where possible end the meeting on a positive note. Avoid using technical jargon or acronyms that will be unfamiliar to your team.

5. Prepare yourself for the likely concerns and questions your team will bring up during the briefing.

Where you need to seek further information or advice to answer a question or concern make sure that you inform those at the briefing when you will get back to them.

This feedback should take place as quickly as possible. If the timeframe forces a response to be longer than a week communicate the progress you have made in obtaining an answer.