

## **TEAM BRIEFINGS**

### **Why are they needed?**

- If we don't know what we are trying to achieve we are unlikely to achieve it.
- We need to know what other members of the team are doing so we can prioritise workloads and assist where necessary.
- Allows any existing or forthcoming problem areas to be identified so that remedial action can be taken.
- A good way of checking that information received via email/memos has been taken on board and put into practice.
- Encourages participation and team cohesiveness.

At the 2007 survey only 44.7% of those that answered said they had regular team briefings – this was much worse than 2006 when the figure was 60.5%. We need to improve this figure significantly.

### **What is a team?**

HQ - 3 teams:

- CEO's - Board members + Viv
- Corporate Services
- Information Services

AEO's - no change

In Belfast and Banbridge the option of joint meetings should be considered.

### **How often?**

Minimum frequency is once a month. It is a good idea to allocate dates and times in advance.

### **Content**

List not exhaustive but likely to include:

- Matters from/for Board/AEO meeting/other sources relevant to the audience.
- Changes in policy/procedures.
- Review of last and coming week –major items rather than a detailed account of what everyone did every day.
- Staff matters if any.
- Any ideas for innovation/change.

### **Duration**

Not normally more than 30 minutes.

## **Style**

It is essential that managers work out the key messages before the meeting. An informal conversational style will probably be most effective but it is for each manager/team to decide.

## **Record keeping**

It is unlikely that formal minutes will be appropriate but managers and others may wish to make their own notes for future reference and to pass on to any team members unable to attend.

## **Monitoring**

The following statistics should be recorded in the Team Briefing Statistics document (TRIM Ref: 2007/013574):

- Date of meeting
- Start time
- End time
- Number of staff attending
- Number of staff in team
- Date of next meeting