



OBT

OBT Course Outline

26. GROUP TRAINING AND TEAM BRIEFING SKILLS

Main Aims and Key Benefits:	<p><i>Training Your Team</i> and <i>Group Training and Team Briefing Skills</i> are prime examples of courses that are considered to be invaluable for supervisory and management development.</p> <p>Group Training and Team Briefing Skills focuses on the skills required for training groups and briefing team members.</p>
Course Content:	<ul style="list-style-type: none">▪ The benefits of group training and team briefings▪ Points to consider when preparing for a group training session or a team briefing▪ Adhering to a recognised structure – Introduction: Development: Consolidation▪ The importance of question technique and how to ensure group participation▪ Introducing quality visual support▪ Practical training delivery with individual feedback▪ Personal Action Plans
Training Methods:	<ul style="list-style-type: none">▪ Presentations▪ Syndicate exercises▪ Group discussions▪ Role play group training sessions/team briefings▪ Individual feedback
Who will benefit:	Assistant Bursars, Heads of Department, Senior Team Leaders
Duration:	2 days
Certification:	OBT and Progressive Training
Training Provider:	Progressive Training