



## Effective Site Briefing Course

This course provides railway managers, supervisors and team leaders with the skills to deliver effective site briefings ensuring safety and performance standards and targets are communicated well throughout the organisation.

### Delivering Effective Briefings

We know how important it is that staff are briefed properly. Sometimes a good briefing is essential to prevent accidents and injuries; sometimes it is to ensure that everyone knows what is expected from them to meet standards. In either case a site briefing should be seen as a vital opportunity to give direction and leadership to get the job done safely and effectively.

### Tailored Training

Our course is specifically tailored to meet the needs of personnel working on the railways and is delivered by trainers who all have experience of routinely presenting safety critical information in challenging circumstances. The training is carefully tuned to meet the, often individual, needs of our client companies.

### On-site Coaching

We also, uniquely, offer on-site coaching. This is an extremely cost effective way of reinforcing learning. Delegates gain the confidence to put new ideas into practice straight away and the immediate and on the spot feedback encourages delegates to continue improving.

### Course Content

The course develops skills that enable staff to:

- Recognise the importance of effective briefings.
- Understand the audience.
- Select briefing locations.
- Understand the importance of self and audience positioning.
- Plan and prepare for briefings.
- Demonstrate leadership skills during the briefing.
- Develop voice and language skills.
- Build a strong rapport with their audience.
- Make the best use of body language.
- Undertake effective confirmatory questioning.



### Immediate Results

Experience of delivering this training to Network Rail and rail contractor staff has demonstrated a substantial decrease in workplace incidents related to poor team briefings and an increased sense of staff safety and well being.

**“This is a very powerful, highly practical one day course specifically tailored to improving the clarity and impact of site briefings delivered by personnel on the railways.”**

A. Smith – Instructor

Course Summary

Course Title	Effective Site Briefing Course
Course Type	Highly practical, facilitated workshop
Who Should Attend	Railway Managers, Supervisors and Team Leaders
Course Location(s)	Moreton in Marsh or on the client site
Course Duration	One day (9.30 am to 4.30 pm)
Course Frequency	To meet customer requirements
Course Cost	£90 + VAT per delegate.

