

# **BRIEFING FOR SUCCESS**

## **Rapport**

- Put colleague at ease

## **Set the scene**

- Confirm what the briefing will entail including timing

## **Understand context of meeting**

- Check background and context of forthcoming call/meeting

## **Understand and agree objectives**

- Elicit your colleagues objectives for the call/meeting
- Shape and agree
- Incorporate any previous learning, if necessary

## **Understand call/meeting structure**

- Elicit how your colleague intends to structure the call/meeting
- Challenge and support where necessary

## **Explore potential problems**

- Understand potential problems
- Confirm how these problems will be resolved

## **Positioning of You in the Call/Meeting**

- Agree how you will be introduced in the meeting
- Confirm when and how you will be brought into discussion

## **Summarise and close**

- Summarise
- Check for questions
- Confirm the next steps following the call/meeting
- Finish by motivating your colleague