

Guidelines for Briefing and Debriefing Staff before and after training

BRIEFING BEFORE THE WORKSHOP

The briefing should take place on, or as soon as possible after, receipt of the Workshop Joining Instructions. The purpose is:

- (a) To clarify the reasons for the staff members attendance on the Workshop, in terms of what changes in performance will be expected after the Workshop.
- (b) To agree personal learning goals with the staff member for the Workshop.

CHECKLIST FOR PRE-WORKSHOP BRIEFING - DISCUSS:

(Please add to, delete from or amend this checklist as applicable.)

1. The reasons for the staff member's nomination - their strengths and weaknesses in this area.
2. What sort of tasks or change in performance you hope will follow attendance on the Workshop.
3. The objectives and content of the Workshop, identifying those parts which will be of particular relevance and how these will benefit the staff member.
4. Personal learning goals/objectives for the staff member - these should be summarised, agreed and recorded.
5. Fears or doubts about the Workshop, and/or any difficulties in doing any of the Pre-Workshop Activities - how can you help?
6. How attendance on the Workshop relates to the staff member's longer term development.
7. What action/support you will be providing to the staff member following their attendance on the Workshop - minimum of a debriefing.
8. Arrangements made for the job to be covered during the staff member's absence.

DEBRIEFING AFTER THE WORKSHOP

The debriefing should take place within 7/10 days of the staff member's return from the Workshop. The purpose is:

- (a) To identify what has been learnt on the Workshop including new skills, and how these will be put into practice.
- (b) To discuss the Action Plan(s) and other work produced by the staff member during the Workshop and discuss how these will be implemented.
- (c) To agree on any further support required from you to enable the staff member to transfer their learning into the workplace.
- (d) To help you decide if any further workshops would be useful for this or other staff members.

CHECKLIST FOR WORKSHOP DEBRIEFING - DISCUSS:

(Please add to, delete from or amend this checklist as applicable.)

1. Learning points from the Workshop.
2. What new skills have been developed.
3. New tasks or changes in job performance which can now be introduced - agree a timescale for doing this.
4. The Action Plan(s) and any other work produced during the Workshop. How will this be implemented? Discuss time required to make the changes you have agreed including deadlines for completion, and any resources required for successful implementation.
5. Further support required from you to help with the implementation of the Action Plan, post Workshop Activities, or to assist in the transfer of the staff member's newly acquired skills into his/her job.
6. Any further training or development needed by the staff member, for example on-the-job or by project.
7. Suitability for attendance by staff member on any other workshop.
8. Discuss the suitability of the workshop for other colleagues as appropriate.