



# Team Brief

## Guidelines for Managers

### Introducing our new Team Brief

The Team Brief is a quick and effective way of keeping staff informed about key university decisions, information and progress, and to give them a forum to provide feedback and input. It operates as a cascade and is delivered by managers to their teams on a face-to-face basis. Managers are critical to the success of the Team Brief and these guidelines have been produced to help you carry out a successful team brief.

### Benefits

- It provides a channel for delivering clear and consistent messages from the University Executive Board (UEB), University Operating Board (UOB), the Professional Services Executive Board (PSEB) and the Faculty Executive Boards (FEB)
- It supports managers in their communication and engagement by providing timely key corporate information for them to use to brief staff at team meetings
- It ensures there is a greater awareness of organisational issues among your team.
- Most importantly, it's two-way - it's about listening and responding to questions from your team and ensuring their views are fed back to UEB, UOB, PSEB and FEB.

### How does it work?

The Team Brief operates as a cascade with managers and supervisors throughout the University delivering a mix of core university and local team information and news.

Each month and following discussions at UEB, UOB and PSEB, a written Team Brief containing core university information will be issued to the Faculty Pro-Vice-Chancellors (PVCs) and Directors. PVCs and Directors will deliver the Team Brief face-to-face to their Faculty Executive Boards and senior management teams, adding in their own local briefing information relevant to their Faculty or Directorate.

Heads of School and senior management teams within Directorates will then brief their teams, adding in any local information they wish to make staff aware of. The cascade continues throughout each level of management until all teams have received a face-to-face team brief.

It is recognised that there is not one single cascade method suitable across the whole University, so the cascade should be tailored to individual areas and in some cases, this may mean it is sent out electronically.

Even though the cascade will vary, all briefings should be delivered within one week of the start of the cascade to ensure the information remains timely.

## Team Brief Calendar

Monday 5 December 2016	Monday 30 January 2017	Monday 6 March 2017
Monday 3 April 2017	Monday 8 May 2017	Monday 5 June 2017

### What information is in the Team Brief?

The Team Brief is made up of two types of content: 30% core brief items and 70% local brief content.  
Core Brief Items: Information from UEB, UOB, PSEB, senior management meetings as well as responses to staff feedback from previous briefs.

Local Brief Items: Information specific to your Faculty, School, Directorate and team. Depending on where you are in the team brief cascade, you might have already received some elements of your local brief from your line-manager.

You should include your own local brief information which is relevant to your team.

This could include:

- Progress – update on progress, significant achievement, new projects
- Policy/Plans – changes, building moves, new ideas and proposals
- People – recognise achievement, new staff
- Points for Action – deadlines.

### What is your role?

Line-managers and supervisors are responsible for delivering the Team Brief to their teams. All managers should be meeting with their staff on a regular basis, so in most areas, the brief will simply be delivered during one of your regular team meetings.

Before delivering the brief, you should familiarise with the content ensuring that you can make it relevant to your team and can deliver it in your own style. You should also add in your own local content which is relevant to your team. While the brief should be delivered verbally, you may decide to give your team a hard copy as well. During the Team Brief, you should actively encourage feedback from your team.

If you are unsure if you are responsible for delivering the Team Brief, please clarify with your line-manager.

### Feedback

A key part of the Team Brief is to gather staff views and feedback. Please make a note of comments and feedback made during the Team Brief and email to your line-manager or directly to your Director or Head of School. Feedback from the Team Brief will be discussed at UEB, UOB and PSEB, so it is important that you send on any comments your team have made.