

CONDUCT BRIEFINGS & DEBRIEFINGS

“Master the Art of Structured Communication for Operational Clarity and Team Success”

Schedule

Venue	Fees
In-House	ASK FOR THE QUOTATION

► Available delivery methods: In-House Training

Introduction

In high-stakes environments such as aviation, defense, oil & gas, healthcare, and emergency response, the ability to deliver clear, concise, and structured briefings and debriefings is critical. This course empowers professionals with the techniques and tools to lead briefings that align teams before action, and conduct debriefings that capture lessons learned and enhance future performance. Using internationally recognized best practices from sectors like the military, aviation, and project management, this training develops communication discipline, improves situational awareness, and supports a continuous learning culture.

Objectives

- Participants will learn to:
- Plan and deliver effective briefings with a clear structure and purpose
 - Facilitate post-operation debriefings to extract lessons learned
 - Use briefing and debriefing formats such as SMEAC, SBAR, and AAR
 - Identify communication failures and correct them early
 - Create a feedback-rich environment to improve team performance
 - Apply structured communication methods in both routine and crisis scenarios

Why Attend

- Gain a competitive edge by mastering communication in fast-paced, risk-heavy environments
- Reduce errors and misunderstandings through clear expectations and reflection
- Enhance your leadership presence and credibility
- Drive continuous improvement and accountability in team operations

Target Audience

This course is ideal for:

- Project managers and team leaders
- Operations managers and safety officers
- Emergency response and HSE personnel
- Military and law enforcement professionals
- Aviation and maritime professionals
- Engineers and maintenance supervisors

Individual Benefits

- Communicate more clearly under pressure
- Increase your team's clarity, coordination, and confidence
- Learn global best practices from high-performance organizations
- Improve self-awareness and leadership style through structured feedback

Organizational Benefits

- Reduced operational risk through improved communication discipline
- Better team coordination before and after mission-critical activities
- A more agile and learning-oriented culture
- Fewer repeat mistakes and stronger performance reviews

Instructional Methodology

- **Interactive Lectures** – Principles and models of effective briefings/debriefings
- **Case Studies** – Review real-world failures and high-performance outcomes
- **Simulations** – Practice briefings and structured debriefing sessions
- **Toolkits & Templates** – Actionable briefing guides (e.g., SMEAC, 5Rs, AAR)
- **Peer Feedback** – Structured coaching on communication technique and tone

Course Outline

DETAILED 5-DAY COURSE OUTLINE (Customizable) Training Hours: 07:30 AM – 03:30 PM Daily Format: 3–4 Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Introduction to Briefings & Debriefings

- Module 1: Importance of Structured Communication
- Module 2: Principles of Effective Briefing (Clarity, Intent, Expectation)
- Module 3: Types of Briefings – Operational, Safety, Tactical
- Module 4: Tools: SMEAC, 5Rs, SBAR Formats

Day 2: Preparing and Conducting Briefings

- Module 1: Planning the Briefing – Objectives, Audience, Format
- Module 2: Verbal and Non-Verbal Delivery Skills
- Module 3: Using Visual Aids and Checklists
- Module 4: Managing Questions and Clarifying Roles

Day 3: Debriefing for Learning and Improvement

- Module 1: Types of Debriefings – Formal vs. Informal
- Module 2: After Action Reviews (AAR) – Model and Flow
- Module 3: Managing Difficult Conversations and Emotions
- Module 4: Documenting and Following Up on Lessons Learned

Day 4: Applied Simulations and Field Exercises

- Module 1: Simulation: Conducting a Team Briefing
- Module 2: Simulation: Leading a Post-Incident Debriefing
- Module 3: Feedback Sessions with Structured Coaching
- Module 4: Role Rotation to Practice Multiple Scenarios

Day 5: Integration and Final Assessment

- Module 1: Final Team Project: Briefing + Debriefing a Complex Operation
- Module 2: Group Critique and Structured Feedback
- Module 3: Developing Standard Operating Briefing Procedures (SOPs)
- Module 4: Personal Action Plan and Wrap-Up

Certification

Participants will receive a professional certification acknowledging their ability to effectively conduct operational briefings and debriefings in alignment with international best practices.

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