



Employability Programme

Pre-course brief

PRE-COURSE BRIEFING NOTES

To ensure that you receive the best possible development in the areas identified in the Module(s) you attend, part of your development will involve a **pre-course briefing**. This is for the benefit of yourself, your company and also to assist Workbase Scotland in trying to meet the needs of the participants.

The **pre-course briefing form** will be completed before you attend and its purpose is for you to identify your key development needs in relation to the module. This will involve you completing some questions around your development needs and, where appropriate, having a discussion with your Team Leader/Manager.

The pre-course briefing form is attached with this confirmation.

PRE-COURSE BRIEFING FORM

NAME: _____

COMPANY: _____

ROLE: _____

1. What are the key areas of your role?

2. In reviewing the module outline what areas **do you think you** need/want to concentrate on to assist you now and for the future?

3. In discussion with your Line Manager, review the above and agree specific areas or issues to address on the module that would assist you back in the workplace. **e.g.** I want to be able to coach my team members more effectively.

4. After the training, you will have a short work-based task to carry out. What support will you need to ensure that you complete this activity?

5. What other points do you want to raise, that have not been addressed?
