mimansa
RESEARCH & ADVISORY



Team Briefing Script

A 10-minute talk for the manager. Say it in your own words. Change the example lines to fit your agent.

	PART	WHAT TO SAY (EXAMPLE)
01	What it is	"From Monday, we will use the Payment Reminder Agent. It sends reminders and updates our records."
02	What it will not do	"It will not offer discounts, change dates or promise refunds. Those stay with us."
03	Who owns it	"Priya owns the agent. Arjun is the backup. Go to them with any problem."
04	Your part	"If you send something the agent wrote, you own it. Read it first."
05	What changes for you	"You will spend less time chasing. You will spend more time on hard cases and calls."
06	Questions	"What worries you about this? What would make it easier?" Note every answer.

QUESTIONS THE TEAM ASKED

DATE OF BRIEFING

ADDED TO INDUCTION ON

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