

‘Building on a Belbin Base’**Section 1 - BUILDING SELF AWARENESS**

- 1. Effective Decision Making** – Guidelines for consistent, appropriate and reliable decision making
- 2. Belbin Refresher** – Recap on report interpretation and key Belbin concepts with the team
- 3. Using Your Team Roles to Refine your management style** – Revision of own profile and implications for your management style
- 4. Time Management** – Establishing priorities through goal setting. Impact of Team Roles on individual style

Section 2 - MANAGING INTERPERSONAL RELATIONSHIPS

- 5. Conflict Management** – Using Team Roles as a starting point for investigating and resolving interpersonal performance issues
- 6. Performance Coaching** – Working with team members to identify areas of performance improvement and job satisfaction
- 7. Giving Feedback** – Using Team Role awareness to tailor feedback on performance and related issues for best effect
- 8. Meetings** – Using the right meeting format for the right situation – structure, focus, outcomes
- 9. Negotiations** – Setting up negotiations appropriate to the parties involved to achieve sustainable Outcomes
- 10. Informal Communications** - Getting the most from one-to-one and small group interactions

Section 3 - BUILDING BEST TEAMS

- 11. Composing a Team** – Techniques for putting together teams that are appropriate to the task in hand (line, project, virtual)
- 12. Balancing Teams for Top Performance** – Using Team Wheels / Matrices to review and identify Team Role balance, voids and overloads
- 13. Growing the Team** - Using Team Role knowledge and tools to recruit for suitability as well as eligibility in team members
- 14. Building Team Leadership Skills** – Developing skills in and knowledge of the shared leadership that distinguishes high performance teams
- 15. Work Assignment** - Drawing on the Belbin Work Roles model to make the most effective assignment of work within the team (individual or team, task or responsibility)
- 16. Working in Virtual teams** – Building the communication skills to compensate for low face-to-face Interaction
- 17. Team Audit** - Agreeing initial performance measures relevant to the team and using to establish a benchmark for future performance improvement
- 18. Setting Team Goals** – Integrating the performance needs of the organisation, the team and the individual to establish a relevant and robust team goal

Section 4 - GROWING THE TEAM CULTURE

- 19. Regular Performance Review** – Establishing the pattern of regularly reviewing ‘how’ the team is performing as well as ‘what’ it is doing, using the benchmark performance measures to provide hard data on process improvement
- 20. Guiding Principles** – Establishing the considered and agreed behaviours and values that will guide the internal and external team interactions aligned with the organisational values
- 21. Celebrating Success** – Building processes that acknowledge and celebrate individual and team milestones and achievements
- 22. Stakeholder Relationships** – Identifying significant stakeholders and mapping productive relationships and best ways of managing these
- 23. Solving Strategic Issues** – The skills of moving existing teams into new problem solving and decision making modes to maintain an innovative edge