



BELBIN[®]

Using *Fire, Toast and Teamwork*

This DVD and support material can be used as part of a training course with a team; as a general introduction to Team Roles for a larger group, or as an aid to individual learning or coaching.

Belbin Team Roles are used to help teams and individuals in many situations, including:

- Increased self awareness
- Teambuilding sessions and workshops
- Career development
- Identification of training needs
- Assessment / recruitment
- Coaching / mentoring
- Leadership development

The Course Leader

This manual and DVD provides the trainer with the resources to deliver this Belbin training session with confidence.

For more information or to obtain reports, visit www.belbin.com or consult the 'Further Resources' section below.

Further Resources

Books : ***Management Teams – Why They Succeed or Fail***

ISBN: 978-0-7506-5910

Team Roles at Work

ISBN: 978-0-7506-2675

Beyond the Team

ISBN: 978-0-7506-4641

The Belbin Guide to Succeeding at Work

ISBN: 0-9552979-1-5

Website : www.belbin.com

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What The Pack Contains

Fire, Toast and Teamwork is an hour-long training DVD, including two DVD extras. The film consists of two connected sections:

- The Team Role Story: A first look at the nine Team Roles using a Guide and animation.
- Team Roles in Action: A team of cavemen are transported into the present day with one objective: "How to expand the cultural influence of their cave". They are armed only with suits, haircuts and an understanding of Belbin Team Roles.

Total running time: **32 minutes**

These sections are usually shown as a whole but can be used separately, if required.

The DVD Extras

- Team Roles in Detail: The Guide discusses the need for each Team Role – how and where each can contribute.
- Hints and Tips: The Guide gives advice on how to manage Team Role tendencies and get the best out of the roles.

The nine Team Role descriptions can be viewed consecutively or individual chapters can be used to select each Team Role, as required.

Total running time: **26 minutes**

- Q&A with Meredith Belbin: Meredith answers some of the most frequently-asked questions.

Total running time: **5 minutes**



The Trainer's Guide Contains:

- Advice on how to use the DVD in a team workshop setting
- Information on each of the Team Roles
- Exercises which can be completed by participants during the session
- Ideas on using an individual's Team Roles to advantage within a team
- A detailed explanation of a Belbin Team Role report
- Slides to initiate and aid discussion

Fire, Toast and Teamwork – A Suggested Course Programme:

How you use the DVD and guide is up to you! You may wish to follow the suggested programme step by step, change the order, or use parts of the programme as and when needed.

An outline is provided below, followed by a more detailed breakdown. Times may vary significantly depending on the number of course participants and how you, as the trainer, decide to use the programme.

If you need help facilitating the session, or would like to be informed of any other ways to enhance the course through games, exercises etc., please visit www.belbin.com.



Outline Programme

Session 1	<p>Introduction</p> <p>Objectives and structure of the session.</p>	15 minutes
Session 2	<p>Belbin Team Roles</p> <p>Exercise 1.</p> <p><i>What do the characters say and do?</i></p> <p>Ask participants to make a note of phrases and behaviour which epitomise each of the team roles, whilst they watch the film. Handout provided</p> <p>Play the DVD</p> <p><i>You may wish to pause the DVD after the animation. If so, you could use exercise 2 at this stage.</i></p> <p>After showing the whole film you can use some or all of the exercises below:</p> <p>Feedback on exercise 1.</p> <p>Exercise 2.</p> <p><i>What do you think are your top Team Roles?</i></p> <p>Ask participants which of the Team Roles they recognise in themselves. Write their responses on a flipchart.</p> <p>When participants later receive their individual Belbin reports, they can see whether their guesses match up!</p>	<p>32 minutes</p> <p>10 minutes</p>



<p>Session 2. continued</p>	<p>Exercise 3.</p> <p>Who did you recognise and why?</p> <p>Ask participants to identify the behaviours shown in people they know, or in people in the public domain. Handout provided</p> <p>Exercise 4.</p> <p>Project Team</p> <p>Ask the participants to think of a project (real or imaginary) and to discuss which Team Roles would be important to have at each stage of the project. Handout provided.</p> <p>The importance of obtaining feedback from colleagues. Slide provided.</p>	<p>20 minutes</p> <p>30 minutes</p>
<p>Session 3</p>	<p>Belbin reports</p> <p>Explanation of the Belbin reports.</p> <p>Slides provided.</p> <p>Allow time for participants to read through their reports and ask questions, if required.</p>	<p>30 minutes</p>
<p>Session 4</p>	<p>Team Roles in Detail</p> <p>Show the DVD extra, <i>Team Roles in Depth</i>. You may wish only to show the particular Team Roles which have proved problematic or difficult for participants to understand.</p>	<p>26 minutes</p>



<p>Session 5</p>	<p>Team Roles in Practice</p> <p>Participants can be divided into small teams or can work as a group.</p> <p>Exercise 5.</p> <p>Team/Group Profile</p> <p>Participants plot preferred Team Roles on to a flip chart to highlight gaps and overlaps, then consider the strengths and weaknesses of these roles.</p> <p>Handout and slide provided.</p> <p>Team/group feedback</p> <p>Discussion</p>	<p>40 minutes</p>
<p>Session 6</p>	<p>Q&A with Meredith Belbin</p> <p>Show the DVD extra and allow discussion time.</p> <p>Discussion</p> <p>Summary</p> <p>Close</p>	<p>15 minutes</p>