

Team Communication

Using the BizKit proven techniques for team communication, planning and management team leaders and managers will realise the full potential of their team.

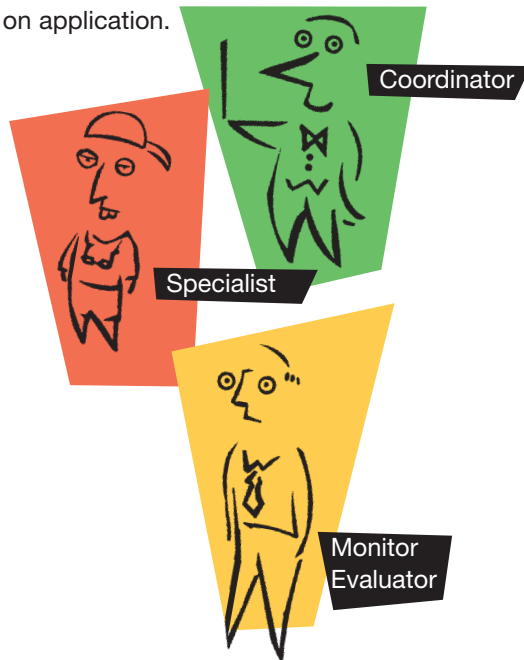
Do-it-yourself

Self-help templates are available on CD-ROM for experienced managers to use the latest techniques to develop teamwork and skills – the *BizKit Sticky Wall* system or the electronic team meeting system *Extra.Zing*.

Personalised assistance

Teamwork development facilitation and consulting is available in customised programs including teamwork exercises and individual mentoring to ensure behavioural change.

Prices on application.



For more information and to order contact:

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Teamwork – the  BizKit way

Available from M & M Consulting Services



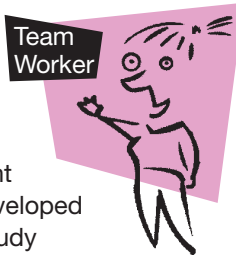
Team
Development
Tools

making
business
teamwork
better

Developing effective teamwork

BizKit teamwork tools help businesses improve the way their teams work. Better teamwork increases productivity, raises morale and inspires innovation.

Effective teamwork depends on individuals within a team understanding the roles they and other team members play. Then they can use their strengths effectively and compensate for any shortcomings. It also depends on good communication between team members.



Team roles analysis

BizKit uses *Belbin's Interplace*®, a Human Resource Management System, based on concepts developed by Dr Meredith Belbin from a study of successful and unsuccessful teams. Analysing successful teams, he identified nine team roles and three different clusters of behaviour:

Action-oriented behaviour – Shaper, Implementer, and Completer Finisher roles

People-oriented behaviour – Co-ordinator, Teamworker and Resource Investigator roles

Cerebral behaviour – Plant, Monitor Evaluator and Specialist roles

Belbin computerised his system, creating the *Belbin's Interplace*® application now used by line managers, human resource managers and consultants, in private and public organisations worldwide.

To produce team role reports, information is gathered in short questionnaires that are completed by individuals, managers, subordinates and peers, providing a multi-source, balanced view. This makes Belbin's system different from other well-known psychometric tests, which just take the view of the individual.

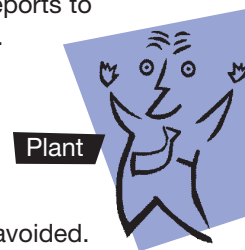
The benefits of teamwork reports

- **Busy executives or managers**, who make important decisions about recruitment or project team composition, can make better decisions using *Belbin's Interplace*®. It provides a type of information that is quite difficult to obtain and process – the nature of an individual's contribution and potential.
- **Team members and leaders**, who realise that their productivity and success is dependent on quickly understanding each other, will benefit from knowing about team roles. They will find out from the team orientation reports how to utilise strengths and minimise weaknesses in their team.
- **Recruiters and managers** interested in using behavioural information for recruitment of personnel will be able to use the reports to identify the best people for the job.

Reports available

Individual Profile –

A personalised report identifying natural team roles, roles that can be filled if need be and roles best avoided. A counselling section offers advice on management style and if the individual and others disagree about preferred team roles.



Team Profile – Includes a working relationship report on two specified team members and a report on how the whole team will work most effectively together. It also identifies if the team needs augmenting with other people or if there are potential conflicts, offering practical solutions.

Organisation Profile – Helps HR managers and executives fine-tune recruitment or development strategies by showing the team role composition of the organisation.

Job Profile – Identifies the best person to fill a job specified by managers and others in the organisation, for example, a project manager or a customer service representative.

Pricing

A BELBIN® team role profile is \$70.00 per person, including GST. The report is emailed in Adobe Acrobat PDF format. Further support is provided for an additional \$55.00, including GST.



For teams, full profiles are \$125.00 per person, including GST. This price includes team combination, working relationships and organisation reports. Included are bound, coloured hardcopies and PDF versions of reports, and a feedback session by phone or face-to-face.

Job and candidate reports are \$125.00 per job/person, including GST.

