



Organizing a Team Collaboration Mapping workshop.

The following elements are needed to run a Team Collaboration Mapping workshop:

Pre-workshop

- A scheduled workshop with all client team members (recommended length: 2 hours)
- Each team member to complete an individual Belbin Report
- Optional: each team member to complete a one-hour eLearning module

During workshop

- A large copy of a blank **Team Collaboration Map** to be filled out in the session, visible to all participants (*Team Collaboration Map Template* available in Resource Center)
- A **PowerPoint presentation** for content, visible to all participants (*Team Collaboration Mapping Workshop Slide Deck* available in Resource Center)
- A **flipchart or whiteboard** with markers, visible to all participants

Consultant costs:

- Belbin Reports for workshop participants: \$78 (DIY) or \$108 (Full-Service) per person

Pricing to clients:

- Consultants can package Team Collaboration Mapping in a variety of ways depending on the engagement. Pricing may include Belbin Reports, workshop delivery, access to eLearning modules, or extended workshops and coaching.

Buying and Administering Belbin Reports.

Each participant completes a Belbin Report before the workshop. The report provides the foundation for the Team Collaboration Mapping session, giving the team a clear picture of how individuals naturally contribute and how those contributions combine in practice.

The Belbin Report process:

An individual first completes a self-assessment. That person then invites four to six of their colleagues or coworkers to complete an observer assessment. The results of the self-

assessment and observer assessment are compiled into a final report. The report summarizes the results of the ratings and provides guidelines for interpretation.

Purchasing DIY versus Full-Service:

There are two options when purchasing Belbin Reports:

- *DIY*: features self-managed administration. You manage the Belbin process yourself, like sending out assessments to client team members and their observers, issuing reminders, and providing finalized reports. [Purchase here.](#)
- *Full-Service*: Belbin experts handle everything for you, from setup to delivery and support. All you need to do is submit an order for the number of Belbin Reports (client team members) that are required. Our team will then assist your client team members in completing their reports and issuing reports to observers. [Purchase here.](#)

If you have any questions about these options, [contact us.](#)

eLearning.

A **1-hour online tutorial** is available for your clients, to (prior to the workshop) explain key concepts that will help them understand their Belbin Report and Team Collaboration Map. It offers videos and interactive content.

If you are interested in having your client team members use eLearning, please [contact us.](#)

The screenshot displays the eLearning interface for the 'Demo: Belbin Team Roles for Individuals and Teams' module. The interface includes a sidebar with a navigation menu containing 'OBJECTIVES', 'BELBIN TEAM ROLES', and 'REPORTS'. The main content area features a video player with a title 'This module revolves around understanding and applying the Belbin Team Role model.' Below the video, there is a text block explaining the module's purpose: 'In this module, you will learn about Belbin Team Roles and how they can help to improve individual and team performance. You will be introduced to concepts that will allow you to better understand the content of your individual Belbin Report and the process of Team Mapping.' To the right, there is a section titled 'Team Roles for Individuals and Teams' with a sub-heading 'Flip the following tiles to learn what the Team Role Model will address:'. This section contains three interactive tiles with questions: 'How can I be more effective at my job?', 'How can I work more effectively with others?', and 'How can my groups get better at collaboration?'. Below these tiles, there is a section titled 'Understand the importance of a balanced team, Team Roles can be applied in a meeting.' which includes a diagram of the Belbin Team Role Model. The diagram shows a central play button icon surrounded by 12 team role icons: PL, RI, CO, SH, ME, TW, IMP, CF, SP, and others. The interface also includes a search bar and a progress indicator.