

# Leading a Team

This curriculum area guides you in leading a Courage Quest team, introducing you to leadership, and supporting you through the leadership roles and routines you will need to complete a Courage Quest as team leader.

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## General

Once you are happy working in a team, you might want to try leading one. Equally you might think you just want to have a try because you hate the way others are doing it! Go for it - but it's not as easy as you might think and there are all sorts of issues that might arise. To prepare for these, dip into this curriculum area as and when you need. You might also want to lead some teams in charitable environments first before volunteering to lead in your workplace, so you have had some practice.

## Resources and Activities

### forum: Announcements

General news and announcements

Link: [Announcements](#)

### forum: Announcements

General news and announcements

Link: [Announcements](#)

# Why Do We Need A Leader?

Imagine a world where there is no leadership. There would be no legislative process, so nobody to decide what is right or wrong, nobody to claim something is criminal or not, nobody to support others, nobody to represent others, and everyone would be on their own. Essentially it would be survival of the fittest as there would be no process for group or community engagement or agreement.



Photo by Ethan Weil on Unsplash

Leadership is therefore required in order to organise, 'control', support, represent and create community amongst groups of people. At a local level this can be in your house, your school, your friendship groups, your sports groups, and your community. At a national level this is the process of Government and operates on a democratic basis in Australia and many countries in the world, although some countries still have Monarchs or Dictatorships, such as North Korea. In organisations, leadership is represented by the various levels of management. One of the lower levels of management is that of team leader, and it is this role that you are going to master in leading your projects, so you can develop experience and expertise at this to demonstrate to future employers and employees.

## ACTIVITY:

Start by reflecting on some leaders that you are familiar with, and see if you can identify what it is they are leading and how. Complete the [identifying leaders template](#) and save in your portfolio.

## Resources and Activities

### resource: Identifying Leaders Template

#### Resource file:

Leading a Team  
v.1.0.0



# Can Anyone Be A Leader?

The short answer is Yes!!!! Anyone can be a leader. When you identified the leaders you are familiar with, you should have seen that there are a wide variety of leaders, in different contexts and situations. This is important - not everyone leads all of the time, in fact most people only lead at specific times for specific purposes.



Photo by Warren Wong on Unsplash

The film 'The Poseidon Adventure' is a great example of how leadership shifts and changes as circumstances shift and change. Throughout the film, as the group of people navigate the overturned ship to find an escape, the leadership of the group shifts from team member to team member as each can lead them through a different obstacle they need to overcome.

## ACTIVITY:

When people are in a leadership role, they tend to display a common set of characteristics. Think back to the list of leaders you are familiar with and see if you can identify some characteristics that are common to many of them as they undertake their leadership roles. Complete the [leadership characteristics template](#) with the characteristics and how you see them displayed (ie what do the people do/say when they are displaying that characteristic). An example is provided for you.

The article by Kendal Drew titled 'What is a Leader?' might help give you some ideas also:

<https://www.myfuture.edu.au/career-insight/details?id=what-is-a-leader#/>

## Resources and Activities

### resource: Leadership Characteristics Template

**Resource file:** Leadership Characteristic Activity Template.docx

# Why Do I Like Some Leaders More Than Others?

Everyone will lead differently, and you will find you like to work with some leaders more than others. Also, you develop your leadership skills over time, so become better at leading the more practiced you are at it.

Although everyone leads differently and in their own unique way, there are 'styles' that describe the approach to leadership that people take, which are generalisations of how people approach leading.



Photo by Andreas Klassen on Unsplash

This article by Rebecca Fraser refers to Daniel Goleman's work on leadership. You may have come across Daniel Goleman if you have completed 'Who Do Others Think I Am?' because that curriculum area discusses 'Emotional Intelligence' which is at the heart of Goleman's work. This article, however, looks at different leadership types or styles, and can help you consider what type of style you like to work with, and also what style you would like to use in your leadership endeavours.

<https://www.myfuture.edu.au/career-insight/details?id=what-makes-an-effective-leader#/>

## ACTIVITY:

For each of the styles, think about if you were being led by someone who used that style to lead any project team you are in. How motivated do you think you would be to work with them (scale of 1 - 10), and why would this motivate you (or not)? Complete the [leadership styles and motivation template](#) with your answers and save it to your portfolio. You might find this useful to come back to if you are struggling working in a particular team!

## Resources and Activities



## resource: Leadership Styles and Motivation Template

**Resource file:** Leadership Styles and Motivation Activity Template.docx

# Leadership Skills

Interpersonal skills are particularly important for leaders as much of the role is concerned with communications. This article from Business Insider lists 19 'must have' communication skills to be a great leader. Note which ones you think you are already good at and which need practice as you read the article.

<http://www.businessinsider.com/soft-skills-leaders-need-for-success-2016-4/?r=AU&IR=T/#-1>

## ACTIVITY:

For a more informative assessment, have a go at the interpersonal skills assessment questionnaire that you can find here:

<https://www.skillsyouneed.com/interpersonal-skills.html>

## ACTIVITY:

Finally discuss in the [interpersonal skills forum](#) what you think are the most important interpersonal skills, and why. Give examples of good and bad use of the skills and how they impacted on your motivation.

## Resources and Activities

### forum: Interpersonal Skills Forum

Post up what you think are the most important interpersonal skills for leaders (note that 'communication skills' is too broad). Give an example of when you think they were used well and/or badly and how this impacted on the teams motivation. Keep this anonymous. You don't need to name anyone - it is not meant to be a name and shame post, but more an opportunity to reflect and learn.

Link: [Interpersonal Skills Forum](#)

# Roles and Responsibilities of Team Leaders

When you decide to lead a project rather than to join someone else's, you are likely to be in charge of that project; unless you persuade someone else to guide the team!

Being the team leader means you have extra responsibility over being a team member. You have to ensure the team works together, moves in the right direction, and achieves the outcomes required.

As a leader, spending time at the start of the project to build the team and to get to know the group pays dividends later on.



Photo by Hudson Hintze on Unsplash

We covered composing the team and selecting team members in the 'Pulling a Team Together' section of this curriculum.

Here, we pick up from the point *after* the team has been selected, as you might make selection a team task in itself. That is, you might involve other members of the team in selecting the newer members as the team develops, so that everyone has a say in who they work with. That way, you only need to select the first member of the team on your own, and from there on it becomes a group decision.

## ACTIVITY:

In the [team leaders](#) wiki, list what you think are the roles and responsibilities of the team leader and get the rest of the team to do so also. See if they add anything you hadn't thought of, and equally, is there anything you've put down that they comment on. This is a good exercise to clarify your role and get agreement from the

team at the start of the project process.

## Resources and Activities

### wiki: Team Leaders

Contribute what you think are the roles and responsibilities of a team leader.

Link: [Team Leaders](#)

# Connecting With Your Team

As the team leader, it is your responsibility to ensure that team members are feeling part of the team, and are connected with the project outcome.

Most of you will be doing this work virtually, in that you will not be able to get together face to face  
â&#148;&#128; and building a virtual team is a key skill that employers need today, and will need more so in the future as workers become more geographically distributed.

## Virtual teams

Building strong virtual relationships is important, and this video helps give you some ideas on how to do this:

[watch](#)

## Team trust

Building trust is also important, and Dr Ruth Knight outlines 4 key elements to building trust in virtual relationships:

[watch](#)

If you combine the learnings of these two videos, it is important to have regular conversations and that you are consistent in your messaging during these conversations.

Being consistent also means that you are regular in the number of conversations you have and uniform in the messaging they contain across your team members â&#148;&#128; as it is likely they will talk to each other.

## ACTIVITY:

Draw up a timetable that shows which team members you are going to connect with by telephone on each day/week. You can use the [Team Timetable Template](#) if you want to.

On the timetable note any special occasions to mention.

If you â&#128;&#152;friendâ&#128;&#153; each other on Facebook, you can note something from the previous weekâ&#128;&#153;s postings to discuss in your telephone call.

Also note key issues about which you need to be 100% consistent across all team members in terms of messaging.

Remember: as a leader, consistency of contact and of messaging is important to practice across members of the team.

Keep an update of this document in your Portfolio - and remember to update it on a weekly basis. This should become a working document for you.

## Resources and Activities

### resource: Team Timetable Template

**Resource file:** Team Timetable Template.docx

# Connecting Your Team With Each Other

## Team bonding

Team building is key if a team is to be functional and able to achieve its outcomes. The team needs to get to know each other a bit in order to build understanding and trust. The team needs to form a bond that will prevent each from letting the other down.



Image source: <http://www.allaboutlean.com/wp-content/uploads/2016/01/Fotolia-Hands-together.jpg>

Organisations spend a lot of money on team building activities, including away days – something that you won't be able to do – so you need to be smart about this and include team building activities at the start when you plan out the project in its entirety, and then repeat team building activities into your team meetings as the project proceeds.

### ACTIVITY:

If you have a session purely for team building after your whole team is recruited, an exercise that is a good way of getting people to talk about themselves is – 10 things you all have in common –.

The aim is for the team to find 10 things they all have in common – which could be as simple as all owning a dog, to more complex ideas.

You probably need an hour to run the – 10 things we all have in common – activity, and as the team leader you need to be a part of it – but try not to lead the discussion; try instead to act simply as the timekeeper and see who emerges to be the more natural leaders among the team during the group discussion. This will give you additional insight into your team.

You can use the [10 Things in Common Template](#) to record your answers if you want to.

## ACTIVITY:

Another way in which the team can get to know each other is to include an [icebreaker](#) activity at the start of each team meeting, where you literally break the ice by going round to everyone and doing something that brings the human individual into the meeting (rather than merely engaging with each person as the role that s/he plays within the team).

For example, you might get people to share some of the metaphor work they did in Who do I want to be? such as their metaphoric colour or animal, or to have each tell a story about something such as their favourite hangout spot, or their favourite food, or where they would most like to travel in the world.

Come up with a list of 12 different icebreaker activities to include at the start of each team meeting as a social element to get to know each other better. Keep the list in your portfolio to draw on when necessary.

If you get stuck, have a look at this short presentation:

[watch](#)

As your team progresses through the project, you can take on more complex team building activities that move beyond simply 'breaking the ice'.

## ACTIVITY:

Once your team has met a couple of times, you can try the potato activity, outlined here:

[watch](#)

This will take the team to the next step as you will individually do something (all doing the same thing [stabbing a potato with a straw](#)) and will then talk about the experience afterwards in terms of areas of fun, of process, of motivation, and in reflection. Or you can post your thoughts and reflections on this forum if you don't do this synchronously over video.

People need to be able to talk/post openly and honestly about how they went about stabbing the potato [whether they thought they could, or not, etc.](#)

If you can talk together on video-conference, then great [everyone can see how everyone else does.](#)

If you cannot do a video conference together, get each person to post a photo of their stabbed potato in the [Potato Wiki](#) and reflect and then comment.

## RECRUITMENT PROCESS

Another way to build the team is to let the team recruit each other. So, you recruit the first team member, and



that person joins you in recruiting and selecting the third member, who joins the two of you in selecting the fourth member, and so on. This way each member of the team buys into the selection of the other members.

If a team member leaves for some reason, the whole team is involved in selecting the replacement; similarly, if you find you need more support as the project unfolds, the whole team is involved in selecting additional members.

### **ACTIVITY:**

Have a discussion with existing team members about how and when you will recruit additional team members, so that there is a shared understanding and commitment to this process. This can be synchronous typing through this chat function, or you can do this through video chat.

This discussion could also be a good time to consider how people can leave the team if they feel they need to; so that you establish a basis for leaving the team as acceptable behaviour rather than being problematic.

Note this discussion in the minutes of the relevant team meeting and keep them in your portfolio.

## **Resources and Activities**

### **resource: 10 Things in Common Template**

**Resource file:** 10 Things in Common Template.docx

### **wiki: Potato Wiki**

Post your photos of your potato game outcomes here and reflect on the group process.

**Link:** [Potato Wiki](#)

# Collaborative Leadership

Given that you are working with peers, a collaborative approach to leadership is more likely to succeed than an authoritative approach, as you need people to want to work with you – they cannot be forced to work with you because of a pay cheque!

Collaborative Leadership

The idea of collaborative leadership is outlined in this next video:

[watch](#)

Collaborative leadership moves the leader's role from one of having power to one of having influence.

## From Power to Influence

As a collaborative leader, the influence you have can be exerted in a number of ways. In this next video, Linda Hill from Harvard Business Innovation Lab talks about how innovation requires a leader to step back and allow others in to create innovation.

[watch](#)

In your projects you will be innovating as you are creating new ideas to solve issues that have not been approached in this way before.

The need to step back and allow others to perform and to bring their ideas to the forefront is not always easy, as you will have ideas of your own, and have the passion to be leading your particular project.

But to work collaboratively you'll be sharing this passion and letting others in – this is the key to success now and in the future.

Remember, it is not about you, it is about the outcome.

Intuitive Collaboration

Intuitive Collaboration is when people build on each other's ideas, much like ants do when creating their nest.

The TEDx talk by Kate Faragher gives examples of intuitive collaboration as problem solving and creativity. The talk is nearly 15 mins long but it is important to watch to the end as she moves into leadership towards the end of the talk.

[watch](#)

## Allocating and Delegating

You cannot do everything in a project yourself; this is why projects are usually designed to be completed in

teams.

As you form your team, you will be looking for people to take on particular roles, and each role will have tasks that need completing. Some of this is task allocation, and some of it might be delegation of tasks.

What's the difference between allocating and delegating?

**Allocation** is giving someone work to do that goes with their role.

**Delegation** is giving someone work to do that goes with your role.

This is nicely explained in this next animation which also gives tips on how to support someone when you delegate:

[watch](#)

### **ALLOCATION ACTIVITY:**

Review the roles you have recruited and map out what you think needs to be done in the project as a starting point. Identify which role covers which tasks.

For each task, note the Purpose of the task, the Action required, and the Timeframe.

Draw this all up as a project plan to share with the team. You can use the Project Plan template if you wish or create one of your own.

### **DELEGATION ACTIVITY:**

Review the list of tasks and actions being undertaken in your project and note how many you are doing and how many others are doing. You can use the [Task Delegation Template](#) if you want to.

Now try to hand over at least half of the actions you are doing to other people.

You're probably doing these tasks because you want to, or because you don't think anyone else can do them well enough – but the reality is that someone else can!

The tasks might not be done in exactly the same way that you would do them, but provided they result in the outcome required, they will be good enough.

Add these items to the agenda for your next team meeting to discuss and share. Seek volunteers for the tasks you are giving up, and let other people shine.

## **Resources and Activities**

### **resource: Task Delegation Template**

**Resource file:** Task Delegation Template Corporate.docx

### **resource: Project Plan Activity Template**



# Briefing and Debriefing

It is important that the team are well briefed in terms of what is to be done, but also debriefed so that if things go wrong we learn from them, and when things go right, we also learn from them.

Often, we focus on the negatives rather than celebrate the successes, and as a leader it is your job to ensure both are equally weighted.

[watch](#)

There were materials on team meetings in the earlier **Pulling Your Team Together** curriculum, so everyone knows how to behave in a team meeting; but as the team leader, you are responsible for the agenda and for keeping the meeting on track.

These responsibilities are discussed in this next video on keeping project meetings on track – there are lots of ideas in this video so you might need to come back to it over time as you experience more meetings, and as they go off track in different ways!

[watch](#)

Here’s another video to help you understand what makes good meeting – but it is perhaps a little more advanced and probably more useful for when you’re on a roll! The video is very business focused but the lessons apply equally to charitable projects.

The video’s customers and employees translate to your charitable projects as others that your team engage with in the community. The video’s numbers translate to your charitable projects as your Timeframe and your Objectives (whether numerical or not).

[watch](#)

## ACTIVITY:

For your charitable projects or work projects, draw up an agenda for a typical team meeting. You can use the [team meeting agenda template](#) if you want to.

List what you have to discuss, what you need action and commitment on, and what you need to note so that everyone is aware of it.

Once you have all these points, you can organise them to give the meeting some flow.

To help you organise the meeting, here’s the opening agenda from the Level 10 meeting featured in the last video:

1. Open with Good News (5 mins)
2. Reporting (team update review against plan) (15 mins)

3. Review last weeks 'To Do' list (5 mins)
4. Issues List (prioritised) - Identify; Discuss; Review (up to 55 mins)
5. Conclude the meeting - review the new To Do List, check for wider messaging, rate the meeting (5 mins)

## Resources and Activities

### resource: Team Meeting Agenda Template

**Resource file:** Team Meeting Agenda Template.docx

# Dysfunctional Behaviour

## GroupThink

There is a concept called GroupThink that occurs when the group all start to think the same way – at which point someone in the group needs to change, in order to bring the diversity back.

In essence, once GroupThink sets in, that group needs to disband and then re-form.

This next video outlines the problem of Groupthink and identifies all the subversive behaviours that underpin it, with nice examples of the sorts of lines people say to shut down an argument and to force agreement:

[watch](#)

An example of GroupThink in action relates to NASA and its Challenger shuttle – the lead-up to the disaster is dramatised to be viewed here (NOTE: this video contains news footage of the disaster itself and may be upsetting to some; you can stop the video when it moves to CNN live towards the end to avoid this viewing):

[watch](#)

## ACTIVITY:

Consider each member of your group and how they behave in the group:

How does each member of the group try to persuade others that their viewpoint is correct?  
Could this behaviour lead to others to conform rather than rationally discuss areas of disagreement?

You’re the leader: If the answer to the second question is yes, talk to the person about their behaviour, so they are aware of it. If no, the team’s all good! Use the Persuasive Behaviour Template to record your answers.

## Groups in Competition

A second issue to consider is when groups become – competitive – against others. While your project may not be competitive as such, it may be that your team comes up against some barriers and the team becomes hostile to other groups that may be trying to prevent your team from achieving what you want.

## When 'I' becomes 'WE'

This next TEDx talk by Mina Cikara discusses why this type of behaviour occurs, and how unaware we become of its occurrence when it occurs.

It’s quite a long talk (nearly 20 mins) and has a lot in it to think about, as it goes into neuroscience and psychology, so don’t worry if you feel you want to watch it twice! There are

some very important concepts in here about challenging yourself to compare group actions against your individual actions to check they both have the same moral compass.

[watch](#)

### **ACTIVITY:**

Look at the key decisions made by your project group.

Can you rationally agree with the decisions? In other words, would you have made those same decisions on your own, under the circumstances?

If not, then (especially if you are the leader) you need to reconvene the group, in order to look at the decision again.

If yes, then all good! If not, maybe discuss in [Groupthink Chat](#) how you can address this and get ideas from others.

## **Resources and Activities**

### **resource: Persuasive Behaviours Template**

**Resource file:** Persuasive Behaviours Template.docx

### **forum: Groupthink Chat**

How can you break the habits of groups all agreeing rather than discussing fully and coming to some sort of consensus.

**Link:** [Groupthink Chat](#)



# Team Turnover

One reason teams become dysfunctional is because some people don't leave a team when they should!

Whether leaving a team is their decision or your decision as team leader doesn't really matter; the point to note is that there are times when some members are holding the team back, and are no longer the right members for the team.

Asking people to leave a team is a difficult conversation to have; possibly one of the most difficult conversations to have. The workplace equivalent is firing; someone.

This first video explains why you shouldn't feel guilty about this situation, because the person you are letting go has contributed to the situation with their behaviour:

[watch](#)

## ACTIVITY:

Plan what you would say to someone when you are going to ask them to leave the team. You can use the [Asking Someone to Leave Template](#) if you want to.

In preparation for having a conversation with someone; where you are going to ask them to leave the team; you should already

- have prepared a list of what it is that you feel they have done that has not met your expectations

and

- have clear examples of the sub-par performance.

So, for example, you can't say,

*You're not a good team player.*

But you can say,

*You haven't attended 5 out of the last 6 team meetings, the team has moved on and jelled without you, and the team have picked up your tasks in your absence.*

If you are going to ask someone to leave the team, you need to be able to give them feedback that helps them understand how they need to change in order to succeed in another team, next time. Make notes and keep them in your Portfolio to refer back to if you need to in the future.

## Asking Someone to Leave the Team

Remember: If you are going to ask someone to leave the team, you need to be able to give them feedback that helps them understand how they need to change in order to succeed in another team, next time.

As you plan for the conversation with the team member you are asking to leave, you need to think about how they are going to react.

This next video is quite long – nearly 20 mins, but is really thorough about how to plan and carry out the conversation with the person you’re asking to leave, and how to manage the communications afterwards with the rest of the team.

[watch](#)

## ACTIVITY:

After watching the previous video, return to your imagined script for asking someone to leave the team, and make any corrections you find necessary.

Now, as the team leader, plan what you are going to tell the rest of the team about having asked a particular team member to leave.

Make sure you don’t tell the rest of the team *before* you have had the conversation with the individual who's leaving, but do have your team communication quickly afterwards.

In the team communication, be sure to refer to key points from the actions you requested and the conversations you had with the person whom you asked to leave, namely:

I gave the person a chance to course-correct by \_\_ [NAME ACTION] \_\_ during \_\_ [CITE TIMEFRAME] \_\_.

I put myself in their shoes and had a meeting to give them the opportunity to hear –

– What they were not doing

– What I expected them to have done

– What we agreed they’d work on as a goal related to their role

I was clear that we'd meet we met a second time, in \_\_ [TIMEFRAME] \_\_ to take consequent action

We met a second time and reviewed the results and we agreed that the goal had not been met, and therefore the outcome was to leave the team.

You want the team to understand that the action was not taken impulsively, that it was based on performance, and that the conclusion was mutually agreed: in the end, this person's participation was a bad fit for your team. Keep your notes in your portfolio.

## Resources and Activities

### resource: Asking Someone to Leave Template

**Resource file:** Asking Someone to Leave Template.docx

# Victim Mentality

There is one team personality that can arise which is particularly difficult for leaders to deal with – the ‘victim’ mentality.

And we are all capable of becoming that person if we are on the wrong team!

The ‘victim’ will make you feel particularly guilty and undermined as a leader, so how do you spot them?

This next video highlights the behaviours you should be looking for (in the first 6 minutes), then moves on to how to deal with the ‘victim’ (for the remainder of the 20 minutes)

[watch](#)

## ACTIVITY:

One of the key messages in the video is to train the team to look out for the ‘victim mentality’ in each other, so that others pick up on it, and signal the behaviour to that person and to you as leader.

Design a short ‘training session’ about the ‘victim mentality’ for your team. A training session is something that you run in order to get other people to understand something. It can involve you presenting something and checking they understand it; or getting them to do something and seeing how they put something into practice; or a combination of something else. The point is that you want the team to finish the training have knowledge or skill they didn't have prior to attending - in this case, you want them to understand what victim mentality is.

For some guidance on designing a training program, watch this next short video:

[watch](#)

Schedule the training session into a team meeting agenda and spend 10 minutes talking about the effect of the ‘victim mentality’ with the rest of the team. You can use the training template if you want to or come up with something of your own.

Let the team know that the ‘victim mentality’ is something that can happen to anyone, and so ask the team members to look out for its emergence.

After you try the out the training session in a team meeting –

What sort of reaction do you get?

Can people identify with this ‘victim’ character from previous roles they have had?

Can people identify times when they have been that ‘victim’?

Keep a note of the session and your plan in your portfolio.

## Resources and Activities

## resource: Training Session Template

**Resource file:** Training Session Template.docx

# Belbin's Team Roles

Let's end our leadership theme with a discussion of Belbin's team roles.

In the 1970s Dr. Meredith Belbin came up with 9 different team roles that he identified as needing to be present in a team in order for the team to function effectively.

If some roles were missing, there would be gaps in the team.

Equally, each role has its own strengths and weaknesses, and team members need to play to these.

A very brief introduction to Belbin's theory is in this next video:

[watch](#)

## ACTIVITY:

If you want your team to look at how it is performing as a team and how you could perform better, get each member of the team to complete the team roles test.

Afterwards, have a discussion about what people find out about themselves and share some insights with others in [Belbin Chat](#). Do you think, for example, that every team needs to have every role covered?

Everyone should save their Belbin report to their portfolios.

## Resources and Activities

### forum: Belbin Chat

Discuss here your insights into the Belbin team roles having done them with your team. Do you agree that every role is necessary?

Link: [Belbin Chat](#)

## Additional Resources

Here are some additional resources for those of you who want to look into this area in more detail. These are not compulsory and there are no activities.

### Resources and Activities

**resource: Three personality traits that reveal whether you're a leader or a tyrant**

**Resource file:** 3 Personality Traits That Reveal Whether You're a Leader or a Tyrant.pdf

**resource: 19 soft skills every leader needs to be successful - Business Insider**

**Resource file:** 19 soft skills every leader needs to be successful - Business Insider.html

## Co-Creation Space

Please upload any resources you find in this area to share with others and we will look at including them in the next iteration of this area. Thank you for sharing!

## Finished?

If you've completed all the activities in this section and want to submit them for review for a certificate, press the submit for review button. If you want to redo any of them first, no problem - it is up to you when you submit.

## Resources and Activities

### Completion Review

Once you have completed the Leading a Team course, you can request a review to your facilitator [here](#).

### Claim your Certificate

Once your review has been approved you can claim your certificate

**Link:** [Claim your Certificate](#)



## Attachments

Identifying\_Leaders\_Activity\_Template.docx

Leadership\_Characteristic\_Activity\_Template.docx

Leadership\_Styles\_and\_Motivation\_Activity\_Template.docx

Team\_Timetable\_Template.docx

10\_Things\_in\_Common\_Template.docx

Task\_Delegation\_Template\_Corporate.docx

Project\_Plan\_Activity\_Template\_Corporate.docx

Team\_Meeting\_Agenda\_Template.docx

Persuasive\_Behaviours\_Template.docx

Asking\_Someone\_to\_Leave\_Template.docx

Training\_Session\_Template.docx

3\_Personality\_Traits\_That\_Reveal\_Whether\_You're\_a\_Leader\_or\_a\_Tyrant.pdf

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