

## **LEVEL 2 - EFFECTIVE TEAM MEMBER**

### **HOW TO BUILD A SUCCESSFUL TEAM? TEAM ROLE THEORY BY MEREDITH BELBIN®**

Getting to know the strengths and weaknesses of participants in the context of team members.

Learning how to knowingly contribute to teamwork and adapt to other members in a team, irrespective of a nominal position.

Preparing design team maps, understanding other people's way of acting and communicating.

Learning how to achieve goals in a team, recognise and develop a person's potential by delegating appropriate tasks to appropriate people.

Anticipating potential risks in various team member configurations.

### **ASSERTIVENESS AS THE BASE FOR BUILDING RELATIONS WITH OTHERS**

Assertiveness is not only the art of refusing. It is primarily an approach that protects one's own interests and needs and respects another person at the same time.

During the workshop, assertive reactions to opinions expressed about participants are developed (including criticism, attack and allusion).

Participants learn to express their own opinions (including negative emotions) without succumbing to pressure to change one's mind, while maintaining good relations.

Assertiveness is the skill which is necessary for managers, salespeople and everyone whose goals rely on communicating with others.

Practice with the use of situations from one's own professional experience.

Preparing plans of developing one's own assertive approach.

### **PUBLIC SPEAKING. EFFECTIVE PRESENTATION TECHNIQUES**

Being aware of how our presentations are received by listeners, defining a desired self-image.

Learning how to establish presentation goals, its course and persuasive structure.

Necessary factors in holding a listener's attention, the analysis of using accessories and methods of working with them.

Getting to know the crucial aspects of body language and using one's voice, analysing the role of emotions experienced by speakers and listeners.

Presentation practice, obtaining feedback.

Preparing personal plans for developing this skill.