



## Lead Your Team Course

### Course Preparation

One of the elements in this course is learning about how the members of a team contribute to the team's dynamics. As a preparation for this, we would like to ask you to fill in an on-line questionnaire on team roles. It is called the Belbin Self-Perception Inventory and is widely used and recognised.

The Belbin Self-Perception Inventory will allow you to learn more about your preferred role in a team and your particular strengths. Knowing your preferences (both most and least preferred) and the range of possible team roles (9 in all) gives you a greater understanding of how you and others behave in a group situation. It also shows you the benefits which can be created when the team roles are positively exploited, valued and enjoyed.

It will take you 15-20 minutes to complete the questionnaire on-line. For the result to be valid, it is important that you answer the questionnaire **as you are**, not as you would like to become, or as you think a good team leader should be. Your personal feedback report will be generated automatically and sent directly to you.

Please note that you can fill in the questionnaire only once!

**You will be sent an email directly from Belbin, which will include a link to give you access to your personal questionnaire. You can complete the questionnaire in English or French.**

**If you have not received this email 3 days prior to the course, please check your spam/junk folder or contact your IT department. We recommend adding [Admin@belbin.com](mailto:Admin@belbin.com) email address to your email contact list to avoid the questionnaire invitation arriving in your spam/junk folder.**

If you have any problems during this process please contact Anete at [a.lejiete@greenhouse-group.com](mailto:a.lejiete@greenhouse-group.com).

***Please bring your report with you to the course.***

## DATA PROTECTION INFORMATION

### Important information

Completing this questionnaire is entirely voluntary and is not a precondition for attending the course. If you decide to complete it, please note that nobody else will receive a copy either of the questionnaire itself or the self-perception report which will be generated subsequently. No data is received by the School or any of the EU Institutions, agencies or offices. The information you provide will not be used in any form of evaluation process. Its sole purpose is to help raise participants' self-awareness - it passes no value judgements whatsoever and merely provides information about your preferred roles within a team. Should you need further details regarding data protection, please refer to our notification to the EDPS via the following link:

[http://www.cc.cec/home/dgserv/eas/references/data\\_protection/data\\_protection\\_fr.html](http://www.cc.cec/home/dgserv/eas/references/data_protection/data_protection_fr.html)

Kind regards,  
The training team