

EAVS, in association with McCrudden Training are pleased to offer the following course, responding to requests from our members.....

## **An Introduction to Team Building – Together Everyone Achieves More**

**Overview and Objectives:** ‘Team building’ is a rather nebulous phrase. We all know we should do it, but how? Team building is often seen as the sole responsibility of the team leader and might be the objective of a one-off event. But to be effective team building should be part of **everybody’s everyday** working life.

Although some elements of this workshop relate to team leaders, the course will help anyone who works as part of an organisational, or interagency team, to understand the essential attitudes and approaches to team building.

At the end of the course, delegates will be able to:

- distinguish between a ‘group’ and an ‘effective team’;
- list and describe factors that affect cohesion;
- identify the characteristics of Tuckman’s stages of group behaviour;
- explain how individual roles may affect team success;
- define the roles of a team leader in developing strong teams; and
- apply basic strategies to strengthen teams.

**Target Audience:** Anyone who wants to help their team work together.

Course date;           Monday 2 June 2008

Time:                    9.30 am to 12.30 pm

Venue                   EAVS Annexe, 8 Saffrons Rd, Eastbourne  
(a map can be found at [www.eavs.org](http://www.eavs.org))

Cost:                    £30 to members of voluntary and community groups  
                              £45 to others

**Please use booking form overleaf**

## BOOKING FORM

(please use a separate form for each person who wishes to attend a course,  
please photocopy as necessary)

FULL NAME (please print)

ORGANISATION

ADDRESS .....

POST CODE

PHONE

I would like to book a place on **Team Building** on **Mon 2 June 2008**  
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To help us to monitor the success of our training courses please could you  
answer the following:

Using the scale 1 to 10, what do you feel your current knowledge / skill level in  
this subject is?

What would you like to achieve from this course. Please give us your 2 key  
objectives.

1.

2.

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I enclose a cheque for £  
(£30 per person for members of voluntary and community groups, £45 for  
others, to be made payable to Eastbourne Association of Voluntary Services)

### **Terms and conditions.**

EAVS reserves the right to cancel any course if there are insufficient numbers  
to run a viable course. In such circumstances you will be given as much  
notice as possible and the offer of a free transfer to another course date (if  
available) or a full refund of fees paid. Cancellations confirmed in writing by 14  
days before the course will be refunded. We regret that no refund can be  
made after that date, for whatever reason, although substitutions will be  
accepted if notified before the event.

Please could you complete the monitoring sheet enclosed.

PLEASE COMPLETE MONITORING DETAILS BELOW :

**Course booked : Team Building**

Are you attending this course as a :

Volunteer

Paid Worker

Trustee

Are you :

Male

Female

Ethnic origin :

African Caribbean

Asian

Chinese

Irish

White

Other

Do you consider that you have a disability?

Yes / No

If you answered 'Yes' would you like to tell us more? (please specify)

.....  
.....  
.....

Please let us know if there is anything we can do to make it easier for you to attend this course.

**Thank you for completing this form.**

Please return both forms to:

Sue Duffell  
EAVS, 8 Saffrons Road, Eastbourne, BN21 1DG  
Phone 01323 639373