FOUNDED 1882 INCORPORATED 1927 
President: Duncan Baxter IRRV
Treasurer: Mike Shang FIRRV

**Team Building & Motivational Workshop**

**Venue – Lancaster Town Hall, Lancaster**

**Date – Thursday 26th January 2017**

Dear Colleague

I am pleased to announce that the Lancashire & Cheshire Association have again been able to secure the services of David West from Smile Motivation to deliver a one day Team Building & Motivational workshop specifically aimed at revenues and benefits mangers, supervisors and team leaders.

After a successful career in revenues and benefits (mainly with Capita Local Government Services) David set up Smile Motivation [www.smilemotivation.co.uk](http://www.smilemotivation.co.uk) in order utilise his extensive experience, knowledge and understanding of motivation theory and practice to deliver his unique motivational workshops to a wider audience.

Motivational factors are personal to the individual and so to ensure that delegates fully realise the personal benefit of attending this event we are limiting the workshop to a maximum of 12 delegates.

At **£100.00 per delegate** I believe that the event offers high class motivational training at an extremely competitive rate. This includes lunch, refreshments and training materials. As places are limited I recommend that you book early to avoid disappointment.

With the pressures currently facing revenues and benefits staff and the uncertainty for the future I think the event is a must for anyone working within a revenues and benefits environment.

Full details of the workshop objectives and a booking form are attached.

Yours sincerely,

**Duncan Baxter IRRV**

Association President

**Please visit our website:** [**http://www.irrvassociations.org.uk/index.asp?AId=3**](http://www.irrvassociations.org.uk/index.asp?AId=3)

**Lancashire & Cheshire IRRV Association**

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| The aim of the day is to ensure participants learn new motivational skills and to give them tools, techniques, skills to motivate and inspire their staff. The workshop is designed to give participants an inspirational and entertaining day. It will be full of fun and you will learn new skills and tools in order to make the team motivated and positive in their job role. In addition you will learn new team building skills and inject some new ideas to put the magic back into teams and the working environment.By the end of the workshop the participants will :* Be highly motivated
* Be confident
* Have tried and tested motivational tools
* Understand how to build successful teams
* Understand how to create a productive team environment
* Be more productive every day
* Be keen to use their new skills
* … and be highly positive

**Workshop Outline:*** Power of the mind, positive thinking
* People their personalities, beliefs and attitudes
* Motivators and de-motivators
* Team Motivators
* Motivational tools and techniques
* Target Setting
* Creating a winning team environment
* Building successful teams
* Goals in a team environment
* Integrity in the workplace
* Building Teamwork
* Control check and balances
* Communication keys
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Who will benefit

* Managers;
* Team Leaders;
* Supervisors;

**IRRV Lancashire & Cheshire Association**

**‘Team Building & Motivation Workshop’**

**Programme**

9.30 – 9:45 *Registration – Tea & Coffee*

9:45 – 10.00 **Introduction and Objectives**

**Duncan Baxter IRRV, Association President**

10.00 – 12.30 **Morning Session**

Power of the mind;

Positive thinking;

People their personalities, beliefs and attitudes;

Motivators and de-motivators;

Motivation theories;

Motivational tools and techniques

**David West, Smile Motivation**

12.30 – 13.45 *Lunch*

13.45 – 15.30 **Afternoon Session**

Target Setting;

New skills to transform the working environment;

Playing the work game;

Goals at work and at home;

Integrity in the workplace;

Negative people and the dangers;

Control check and balances

**David West, Smile Motivation**

15.30 – 16.00 **Summary and Question & Answer Session**

**David West, Smile Motivation**

16.00 Workshop Close

**During the day there will be refreshment breaks one in the morning and another in the afternoon.**

 **The association reserves the right to alter the timing or content of sessions where circumstances require**

# Booking Form: Team Building & Motivational Workshop

**Date:** Thursday 26th January 2017

**Venue:** Lancaster Town Hall

**Times:** Start: 9.30 a.m.
Finish: 4.00 p.m. (approximate)

**Cost:** £100.00 per delegate ― includes lunch, refreshments and training materials

 \*Unfortunately for this event we are restricted to only 14 delegates and so are unable to offer any discount for IRRV Members.

**Please note:** As places are limited please book early to avoid disappointment.

To reserve your places fill in your details **including your Purchase Order number** and email them no later than Friday 13th January 2017 to:

Mike Harkins IRRV, Assistant Treasurer

E: mharkins@rundles.org.uk

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| **Name of Authority** |  |
| **Address for correspondence** |  |
| **Contact name & Tel no** |  |
| **Email address** |  |
| **PO Number** |  |

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| --- | --- | --- | --- |
| **Name of Delegate** | **Contact** **Email address** | **Work involvement\*****\*E.g. NNDR / Other** | **Dietary requirements** |
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