



# Welcome to the Team Assessment Diagnostics Tool

The team assessment tool helps team leaders quickly highlight where their team's EQ strengths lie, and what they need to address.

The following outlines what is covered in the questionnaire:

**ALIGN:** When team members are fully aligned, they all share a common vision, purpose, and set of core values, and everyone will have agreed on the strategic direction, goals, and business priorities of the organisation

**BELONG:** Teams with a strong sense of camaraderie and belonging will have created a psychologically safe and trusting environment to work in. Team members will “have each other's backs”, will take more risks, and will also be comfortable sharing new ideas or truths without fear of being ridiculed or it backfiring on them.

**BREAKTHROUGH:** Teams with a strong breakthrough culture have members that are comfortable giving and receiving constructive feedback, and fully accept that positive conflict has a part to play and is something to embrace to quickly address and resolve issues, and for building deeper team connectivity.

**SUSTAIN:** Teams that sustain peak performance and effectiveness are those that have put in place the right monitoring processes, protocols, health checks, and systems to support team members when they face set-backs, hit up against barriers or are experiencing significant business change.

This team assessment tool should be used by the team leader and all team members to rate team effectiveness. It provides a picture in real time, so be ruthlessly honest when doing the survey to get the best results. Remember that individual responses remain confidential, and will only be used for data analysis purposes.

# Principles for Creating a Healthy, Productive and Highly Motivated Team

## Align

### Purpose

1 (low)	2	3	4	5 (high)
Never	Rarely	Occasionally	Often	Always

Team members are fully aligned with the strategic direction and priorities of the company

Team members support group decisions even if they disagree with them or they are counter to personal goals

Team members are confident in each other's ability to organise, and execute actions to achieve goals

Team members believe a good organisational structure is in place to support them achieve objectives

## Values

Team members can articulate the company's core values and fully understand the implications

Team members believe the company's core values are up to date and relevant

Team members believe they personally embody the core values and operate out of them day to day

Team members feel personally represented by the core values of the company

## Culture

Team members are highly conscientious, always cooperative, and easy to work with

Team members make time to have social time together outside the office to get to know each other more

Team members make time for humour and have fun with each other

Team members show respect for one another by not talking behind each other's backs



# Principles for Creating a Healthy, Productive and Highly Motivated Team

## Belong

### Safety

1 (low)	2	3	4	5 (high)
Never	Rarely	Occasionally	Often	Always

Team members feel safe challenging the status quo

Team members feel safe challenging other members outside their own area of responsibility

Team members are comfortable expressing vulnerability and admitting mistakes to each other

Team members feel safe challenging each other when agreements have been broken

### Trust

Team members are comfortable opening up and being authentic with each other

Team members believe sensitive communications will remain confidential

Team members believe everyone in the team will do what they say they will do

Team members feel that if they ask for help or advice it will not backfire on them

### Valued

Team members recognise the value they each bring to the team

Team members help each other outside their own area of responsibility

Team members readily and publicly acknowledge each other when good work is done

Team members genuinely experience their individual successes as team successes



# Principles for Creating a Healthy, Productive and Highly Motivated Team

## Breakthrough

	1 (low)	2	3	4	5 (high)
Feedback	Never	Rarely	Occasionally	Often	Always
Team members will clear the air in a timely fashion when issues need to be addressed					
Team members readily communicate with each other when they see negative behaviour					
Team members readily give and receive constructive feedback					
Team members will direct disagreements to the source rather than complain to others					

## Conflict

Team members openly debate what is expected in each other's roles and responsibilities					
Team members will confront the issues when heated discussions occur before they move on					
Team members will hold each other accountable and confront the issues when individuals under perform					
Team members will disclose real or perceived conflicts of interest in a timely manner to quickly resolve issues					

## Growth

Team members challenge one another when they hit up against personal barriers, and perceived limitations					
Team members will stay with uncomfortable feelings until there is collective insight on how to resolve problems					
Team members will take responsibility for setbacks or mistakes they make that contribute to the problem					
Teammembers experience, professional and personal growth from embracing constructive feedback, and positive conflict					



# Principles for Creating a Healthy, Productive and Highly Motivated Team

## Sustain

### Regenerate

1 (low)	2	3	4	5 (high)
Never	Rarely	Occasionally	Often	Always

Checks are in place to monitor the health and well being of all team members

Team “Norms”, values, and objectives are written up, followed, and regularly reviewed

A process is in place to enrol and integrate new members quickly to minimise disruption to team dynamics

Have a mentoring and development programme to grow and retain talent

## Challenge

The team maintains trust, integrity, and personal accountability when facing challenges or set backs

When morale is low processes are in place to re-connect team members with the vision and core values

Procedures are in place for active listening so that everyone’s ideas are fully heard before moving on to other topics

Team members are willing to challenge, and openly debate to clarify the direction of the company

## Innovate

Diversity makes a positive contribution to team effectiveness and performance

Mechanisms are in place for enabling updated performance feedback

The team has regular brainstorming sessions to link ideas to find better ways to solve problems and innovate

Confidentiality and trust is maintained and evidenced by all team members when going through disruptive change

