

Team Assessment:

Are team members on the same page?

Even if members of a team think they are discussing the same topic, often they are having very different conversations. One team member might be talking about vision, while another is wondering about specific initiatives, another is focused on evaluating ideas, and still another is frustrated that no one is committing to specific action steps. In addition, some team members aren't saying anything at all or are making negative comments.

The next time you have a team meeting, write down the names of the team members across this page. Every time someone speaks, check off what kind of conversation they are having. Then you can see whether your team is truly aligned and on the same page, or moving in different directions. You can also see who is dominating the conversation (often the most vocal is the one to lead a team down the wrong path), and who is disengaged.

Are all of the members of your team engaged and on the same page?

For more information about building effective teams,

contact Aileen on +61 (0)400 406955 or aileen@achieving synergy.com.au

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Team Conversation Assessment Tool

Conversation	Name:	Name:	Name:	Name:	Name:	Name:
Negative or cynical comment or body language						
Sharing the vision						
Coming up with ideas and opportunities						
Evaluating different opportunities or analyzing						
Collecting data about opportunities						
Choosing which opportunity to pursue						
Committing to action						
Taking action						
Getting back on track after a setback						
Communicating progress						
Acknowledging results						
Other:						

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