

Working as One

Fundamental Conversation Team Assessment

Instructions: The following instrument can help you assess how well your work team:

- **Engages** in fundamental conversations--Have you ever really talked about these things and reached collective agreements?
- **Integrates** the conversation agreements into the day to day team functioning—Do we “walk our talk?”
- **Communicates** the conversation agreements with other key individuals and groups external to the team—Do others outside of our work group understand our vision, mission, values, customer needs, priorities, roles and responsibilities, and working agreements?

On Your Answer Sheet, provide a rating from 5 (high) to 1 (low) for each question. Work from left to right as you respond to the questions in each major section. After responding to all of the questions, total your numbers to the right of each row and at the bottom of each row.

SECTION 1: VISION

1. Team members share a similar vision of what the team is trying to achieve or create and it is understood and shared by all; can be clearly articulated.
5 4 3 2 1
2. Team members frequently refer to their team vision and use it as a basis for decision making, priority setting, and resource allocation.
5 4 3 2 1
3. Other key individuals and groups external to the team have a clear understanding of the team's vision and are able to articulate if asked.
5 4 3 2 1

SECTION 2: MISSION (PURPOSE)

1. Team members share a unified understanding of their collective mission; it can be clearly articulated.
5 4 3 2 1
2. Team members frequently refer to the team mission and use it as a basis for decision making, priority setting, and resource allocation.
5 4 3 2 1
3. Other key individuals and groups external to the team have a clear understanding of the team's mission and are able to articulate if asked.
5 4 3 2 1

SECTION 3: VALUES

1. The team has agreed upon core values that are understood and shared by all; can be clearly articulated.
5 4 3 2 1
2. Team members frequently refer to the core values and use them as a basis for decision making, priority setting, and resource allocation.
5 4 3 2 1
3. Other key individuals and groups external to the team have a clear understanding of the team's core values and are able to articulate if asked.
5 4 3 2 1

SECTION 4: CUSTOMERS

1. Team members have a unified understanding of the team's customers; can articulate customer expectations and how well these expectations are being met.
5 4 3 2 1
2. Team members frequently refer to their customers' expectations and the team's ability to meet these expectations; use this information as a basis for decision making, priority setting, and resource allocation.
5 4 3 2 1
3. The team is perceived by other key individuals and groups external to the team as being customer oriented; team perceived as having an understanding of who their primary customers are and customer expectations; perceived as responsive to customer expectations.
5 4 3 2 1

SECTION 5: ROLES/RESPONSIBILITIES

1. Team members are clear about what is expected of them; they know their individual roles/responsibilities/authority in accomplishing the team vision, mission, values and organizational priorities. They understand how what each individual does contributes to the whole.
5 4 3 2 1
2. Team members acknowledge and demonstrate appropriate use of individual members' roles/responsibilities/authority when planning, problem solving, making work assignments, etc.
5 4 3 2 1
3. Other key individuals and groups external to the team have a clear understanding of the team members' roles/responsibilities/authority and are able to articulate if asked.
5 4 3 2 1

SECTION 6: PLANNING

1. Team members have a clear sense of organizational priorities and have an agreed upon plan for accomplishing those priorities; they are understood and shared by all and can be clearly articulated.
5 4 3 2 1
2. Team members regularly refer to the team's priorities as they allocate resources (time, money, and personnel); team progress toward achieving priorities is shared among team members.
5 4 3 2 1
3. There is a clear understanding among key individuals and groups external to the team about the team's priorities; it is understood how this team's priorities pertains to the accomplishment of overall organizational goals.
5 4 3 2 1

SECTION 7: WORKING AGREEMENTS

1. Team members have agreed to basic working agreements that are appropriate for team functioning; include such agreements as decision making procedures, structures and processes for communication, and ground rules for working together; can be clearly articulated.
5 4 3 2 1
2. Team members frequently refer to and/or use the working agreements during their day to day work; adjust established agreements as needed.
5 4 3 2 1
3. Other key individuals and groups external to the team have an appropriate understanding of the team's working agreements as they relate to them.
5 4 3 2 1