**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.

Over the page is my **Team Assessment tool**. Print it out and next time you have a team meeting, write down the names of your team members across the 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, please contact me via [rob@grapestogrange.com.au](mailto:rob@grapestogrange.com.au) or +61 409 556 650 for a no obligation discussion.

**Team Conversation Assessment Tool Date:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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: |  |  |  |  |  |  |