TEAMLYTICA

Powering Team Performance

Default Team – Team Report

January 2020

ENERGY

LEADERSHIP

TRUST

CAPABILITY

DELIVERY

HARMONY

STAKEHOLDERS

ACCOUNTABILITY

RESILIANCE
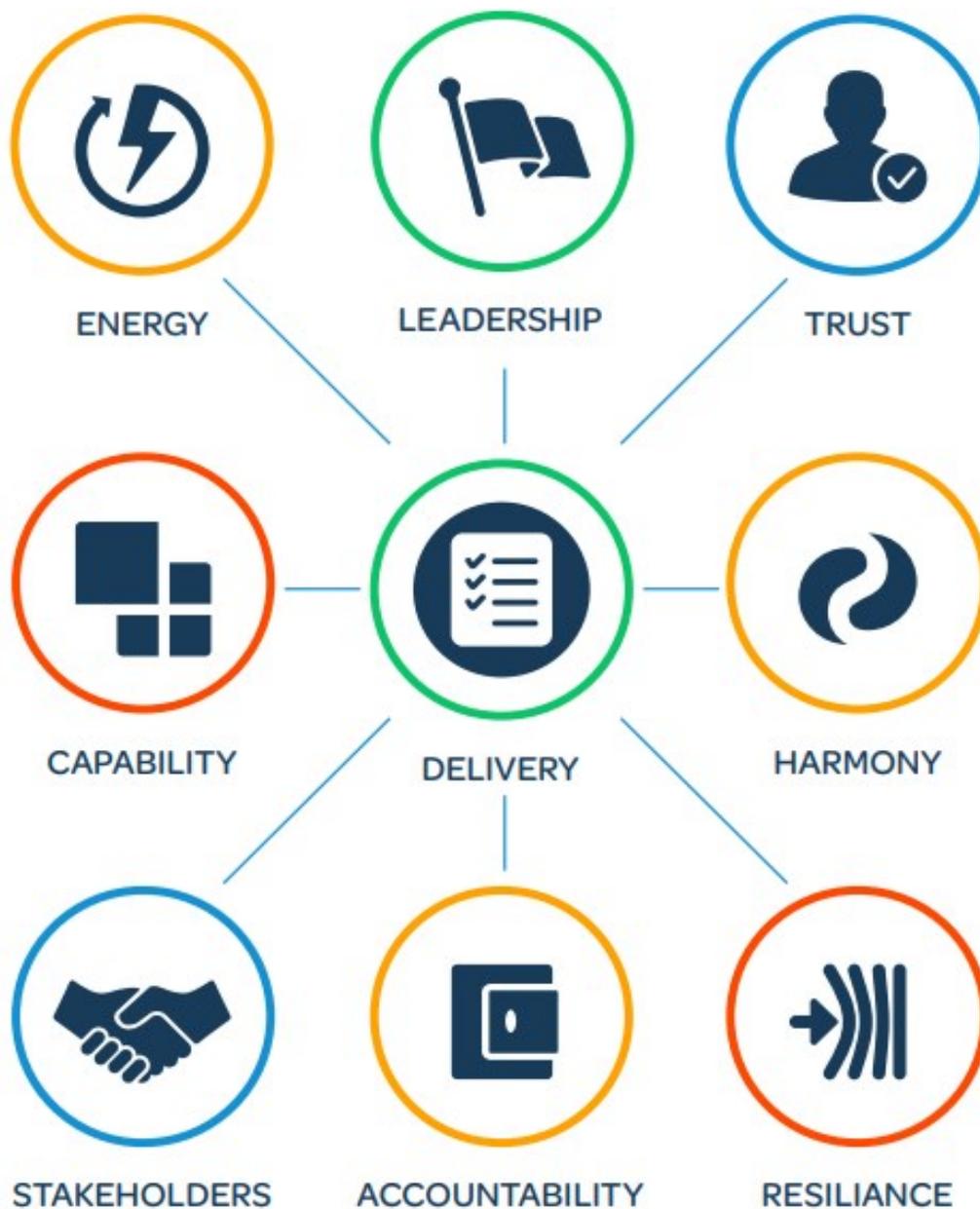
Your Team's Cohesion Index

Introduction

Welcome to your TeamLytica full report. It's packed with really useful information and advice about how your team is currently functioning and what you can do to improve it. It includes:

This report should be used as an ongoing tool to measure areas for improvement and ways to highlight your strengths. Importantly, it should also give you all a fantastic opportunity to be able to talk about these issues which may be difficult to discuss openly.

What is Team Cohesion?

Team cohesiveness is a term that simply defines how well your team works as one. It covers everything from communication to coordination and is an integral feature of any successful business. For team members, strong levels of cohesion make it easier to trust colleagues, builds morale and promotes a sense of reassurance. From a team leader's perspective, cohesive teams tend to be more productive as barriers are reduced and outputs increased.

| TL | ci | 9 |

Your Team's Cohesion Index

Your team has scored highly across the whole questionnaire and thus delivered a green score. This is an excellent result and should be demonstrated by a team that works very well together and delivers high levels of output or results.

Should this not be the case then you need to work through the report with the team to understand where this over-confidence comes from and realign their self-analysis.

If they are a high-performing team then congratulations. The challenge now is to maintain the momentum and keep these scores at a high level. Pushing the team forward to achieve more is well within their capabilities. Keep challenging, supporting and encouraging to allow them to realise their potential.

Your Team's Stress Indicator

This is a good score from your team as they have rated their stress within the green section. They clearly recognise they have some challenges to meet but feel they are able to cope with the pressures of work, the systems in place and the way things are done.

Use the report to proactively help maintain this balance with the team. Regular monitoring and simply asking the team for feedback should help you manage them at an optimum level. The team is well placed to cope with fluctuations in their workloads and pressures.
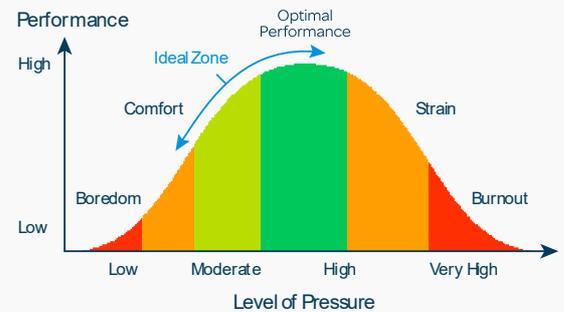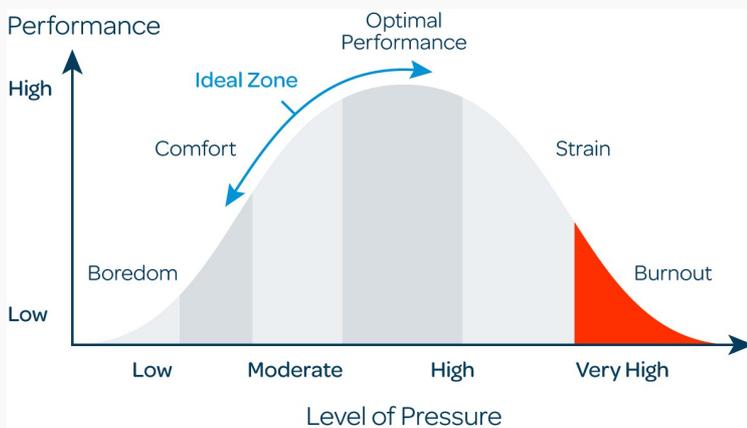
Your Team's Morale Indicator

Great news, your team has an excellent morale level. Your team are happy and working well together which should be noticeable to those that interact and work with them. Usually teams have high morale because they are good at what they do, work well together, enjoy each others company and generally produce great results.

The challenge now is to maintain and build on this great score to keep the momentum going and delivery even higher results. Use this report to look for opportunities to build on their skills and knowledge so they can add even great value to each other and the business.

Scoring Explanation

Question and Category Scoring

There are nine categories in the report which are all inter-linked areas that affect teams and how they perform. Each category contains six questions that the team have answered by scoring on a scale on one to ten (ten being the highest). The system then takes these scores and averages out responses to give a horizontal bar graph for each question and a summary bar graph for each category.

For ease of reading, we use the RAG system:

- Red: Low scoring questions are those which have averaged a score below 6 across all respondents
- Amber: medium scoring questions of between 6 and 8
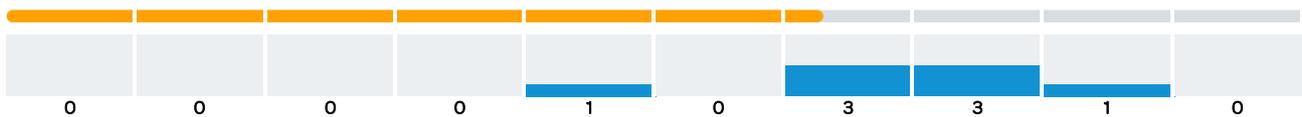- Green: high scoring for all responses above 8.

Q53. We happily share information with other teams   2.3

● Low < 6   ● Medium 6-8   ● High > 8

Disparity Scores

Q53. We happily share information with other teams   6.3

| 0 | 0 | 0 | 0 | 1 | 0 | 3 | 3 | 1 | 0 |

Each question and category score also reveals the disparity of responses. We do not reveal who scored what but, we do show how many scores were received at each level. This helps you understand whether the team are thinking roughly as one unit (whether R, A or G) or whether they have a large spread of responses. This is the story behind the scores.

Commentary

Each category page has an accompanying text page which is split into three sections. Section one is a brief static explanation of the category and how it relates to teams. The second section is a variable section based on the scores you have achieved. It will provide some commentary on the score in the context of the report. The third and final section provides some suggested actions you might consider given the scores you received.

Your Team Summary

Delivery and Results
The team commits to doing the right things and then delivers on what's been agreed.
9.3

Leadership
The team commits to doing the right things and then delivers on what's been agreed.
9.2

Harmony
The team commits to doing the right things and then delivers on what's been agreed.
9.1

Trust
The team commits to doing the right things and then delivers on what's been agreed.
9.2

Stakeholders
The team commits to doing the right things and then delivers on what's been agreed.
9.2

Capability
The team commits to doing the right things and then delivers on what's been agreed.
9.2

Energy & Morale
The team commits to doing the right things and then delivers on what's been agreed.
9

Accountability
The team commits to doing the right things and then delivers on what's been agreed.
7.8

Resilience
The team commits to doing the right things and then delivers on what's been agreed.
9.1

Low < 6   Medium 6-8   High > 8

Your Urgent Actions

These three questions represent the lowest scores given by the team cross the whole questionnaire. It's strongly advised that you start working with the team to understand why the scores are so low and what you, as a team can do about it. The first step would be to ask the team abut each of the questions and why they have been scored.

Lowest scoring questions

Q52. As a team we are empowered to get the job done | 5

Q48. The team believes in itself and has confidence in its abilities | 8.9

Q51. There is a consistent understanding of the team's vision | 8.9

These three questions represent the lowest scores given by the team cross the whole questionnaire. It's strongly advised that you start working with the team to understand why the scores are so low and what you, as a team can do about it. The first step would be to ask the team abut each of the questions and why they have been scored.

These Questions had the greatest disparity between responses

Q52. As a team we are empowered to get the job done | 5

| 4 6 | 1 | 1 | 0 | 1 | 0 | 1 | 1 | 0 | 3 6 |

Q48. The team believes in itself and has confidence in its abilities | 8.9

| 1 | 3 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 3 6 |

Q51. There is a consistent understanding of the team's vision | 8.9

| 2 | 1 | 1 | 1 | 1 | 0 | 0 | 1 | 0 | 3 6 |

● Low < 6   ● Medium 6-8   ● High > 8

Top 8 Scoring Questions

These are your highest scoring questions from the team. This will give you a good indication of what the team thinks it does well. Please bear in mind that this is the team's perception - they may feel they are good at something but, the reality may be different. Vice-versa, a lower scoring question might actually be an unrecognised strength of the team. Use the scoring to open discussions with the team on how to improve things.

Q10. We operate in a continuous improvement environment where we have an input into how the team functions and how performance can be improved. **9.5**

Q7. Our team frequently goes beyond what is required of them **9.4**

Q37. Our team's roles and responsibilities are clear when dealing with stakeholders **9.4**

Q9. We focus on getting the right results for our customers **9.3**

Q35. We readily share information with other teams **9.3**

Q26. We have the right level of trust within the team to facilitate optimal working practices **9.3**

Q27. We respect and allow each other to lead when the need arises **9.3**

Q38. We share our knowledge, skills and best practice with each other **9.3**
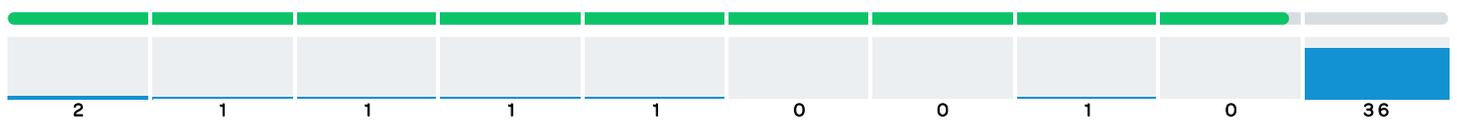
● Low < 6   ● Medium 6-8   ● High > 8

Your six Accountability questions are shown below. This category is about how well your team commits to their responsibilities and then doing the right thing to deliver on what's been agreed both as individuals and collectively as a team.

**Q50.** We have an environment which encourages constructive feedback on unproductive behaviours   **9.1**
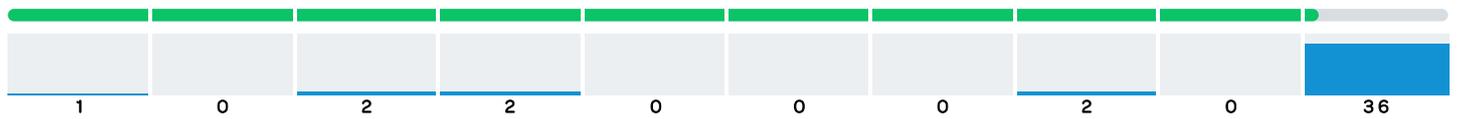
| 1 | 0 | 2 | 2 | 0 | 0 | 0 | 2 | 0 | 36 |

Q51. There is a consistent understanding of the team's vision   **8.9**

| 2 | 1 | 1 | 1 | 1 | 0 | 0 | 1 | 0 | 36 |

Q52. As a team we are empowered to get the job done   **5**

| 46 | 1 | 1 | 0 | 1 | 0 | 1 | 1 | 0 | 36 |

Q53. We are able to share our individual vulnerabilities and accept those of others across the team   **9.1**

| 1 | 0 | 3 | 1 | 0 | 0 | 0 | 2 | 0 | 36 |
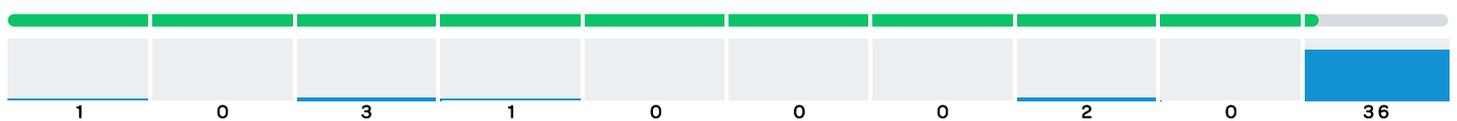
Q54. We hold ourselves accountable when we make mistakes or fail to achieve   **9**

| 1 | 2 | 0 | 3 | 0 | 0 | 0 | 1 | 0 | 36 |
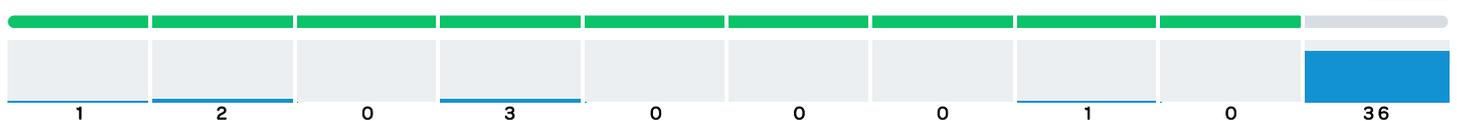
Q55. When problems arise, we generate solutions rather than excuses   **9**

| 1 | 1 | 1 | 1 | 2 | 0 | 0 | 1 | 0 | 36 |
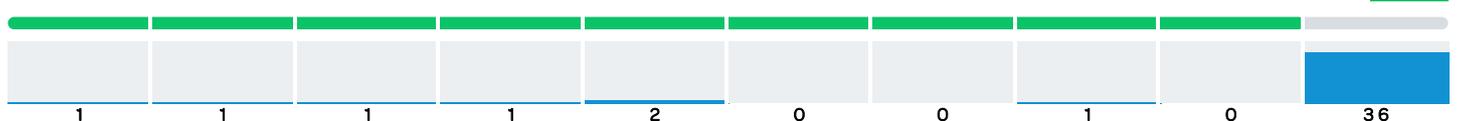
● Low < 6   ● Medium 6-8   ● High > 8

Accountability

Accountability is being answerable for the actions of both the team and yourself. In essence, this is about the reliability of the team to deliver what is asked of it at both the individual and collective level.

To demonstrate accountability, the team must fully understand their roles and responsibilities and they fit together with other members of the team. With this in place it's then about monitoring these deliverables on a planned basis to ensure you are doing what is asked of you. The reliability comes from doing it without being prompted and to a high level and standard. Well-led and supported teams who are accountable for their own actions, goal monitoring and objective delivery and usually the highest performing.

Observations

While your team shows individual and collective responsibility, there's still room for improvement. Use praise and rewards to celebrate their good work, and it'll encourage them to repeat those positive actions and take accountability to ensure they do.

It's also possible that some staff members fail to take accountability because they aren't fully aware of their duties and responsibilities. Ensure that each project is dissected and each task delegated to the right person with clear deadlines. Project management tools can make this easier to handle but, so can regular catch ups with your team to gauge progress. Creating a clear line of communication for team members to make their issues known as soon as they surface instantly nulls excuses and stops them passing the buck.

Actions

- Ensure all targets use the SMART acronym - Specific, Measurable, Achievable, Realistic and Timely
- Manage the team in such a ways as to focus and align everyone and asking 'hop are we going to achieve our goals?'
- Help the team by making their results and achievements visible so they know where they are at against the 'plan'.
- During the recruitment and on-boarding process ensure you set clear expectations for new employees.

9.2

Your six Leadership questions are shown below. This is the only section that identifies one person so the comments should be used to help the manager improve on what they do. Feedback is a gift so allow the scores to be used in a positive and constructive way for the benefit of the team.
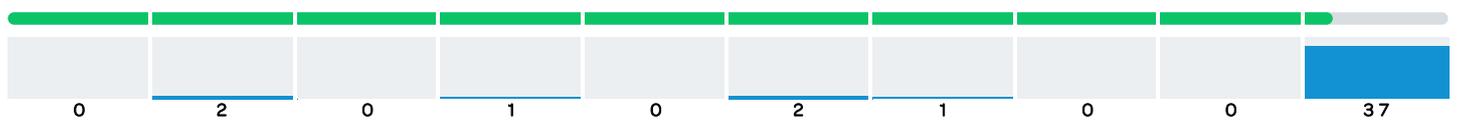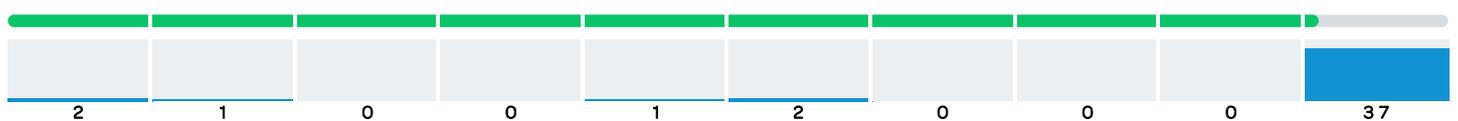
Q13. Our leader/manager inspires us to achieve

9.3

0	0	0	3	2	1	0	0	0	37
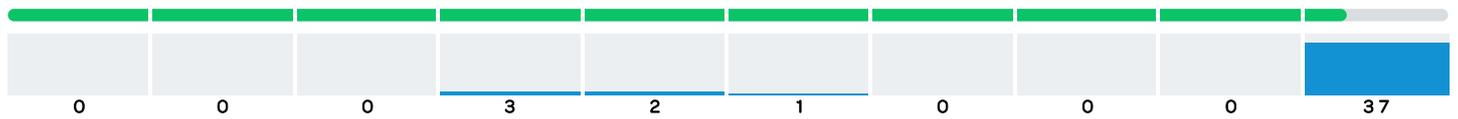
Q14. As a team we feel valued and listened to

9.2

0	2	0	1	0	2	1	0	0	37

Q15. Our leader has the skills and knowledge to get the job done

9.1

2	1	0	0	1	2	0	0	0	37

Q16. Our leader is unbiased and fair

9.1

2	1	0	1	1	0	0	0	0	38

Q17. We get the right level of support from our leader to achieve our objectives

9.1

2	0	1	0	1	2	0	0	0	37
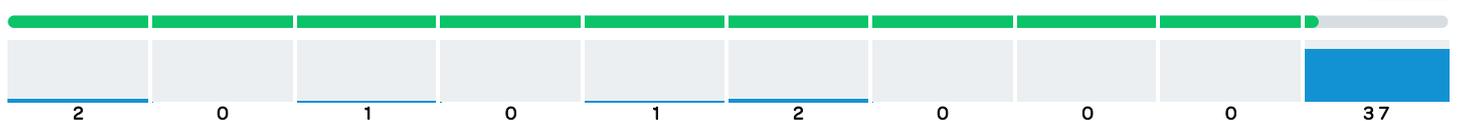
Q18. We receive clear, concise and effective communication

9.1

1	1	1	1	1	1	0	0	0	37
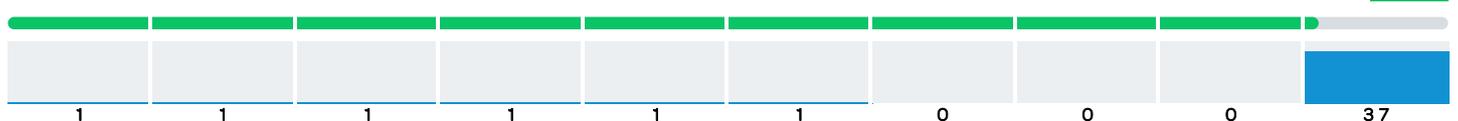
● Low < 6   ● Medium 6-8   ● High > 8

Leadership

A team is only as good as its leader. For a team to work well together, they need to have the right guidance and direction to show them the way. Good leadership enables everyone to understand what is required from them and where they are against plan. Leaders manager and improve communication, build capability through support and training and also build trust through strong internal and external relationships.

Leaders should both direct and delegate tasks, challenges and problem solving to build confidence and skills. They should balance taking responsibility and accountability with delegating tasks and allowing everyone to be involved in projects. Respect is earned so do what you say you are going to do and respect your team.

Observations

Well done; you're doing great as a leader of your team. Now, it's all about keeping these standards high and continuing to build a strong team bond. Make a dedicated effort when it comes to getting to know your team members. Showing interest in their lives (without being nosy or asking intrusive questions) will make them feel valued. You should also make sure you continue to assess your efforts. Talk to your team members to find out if there are any areas whereby they require greater support. Being a leader is something that needs to be worked on continually, so keep at it.

We're all human. Standards can slip from time-to-time. By monitoring your performance as a leader through talking to your employees, you will be able to ensure you pick up on any problems before they manifest into something bigger and derail your efforts. You should also look for different ways to make the office environment healthier and a more enjoyable place to be in. This will enhance productivity while also making employees feel valued as well.

Actions

- Be a risk taker but, make them calculated risks rather than reckless ones.
- Keep learning and training to boost your own skills and knowledge - this builds credibility with the team.
- Seek out a mentor that can help you develop and grow as a manager and challenge and support the way you do things.
- Foster a culture of continuous improvement with the team and lead by example in everything you do.

Your six Stakeholder questions are shown below. This is how the team understands who they are, how they interact with them and whether improvements can be made to the relationships - whether they are internal or external.
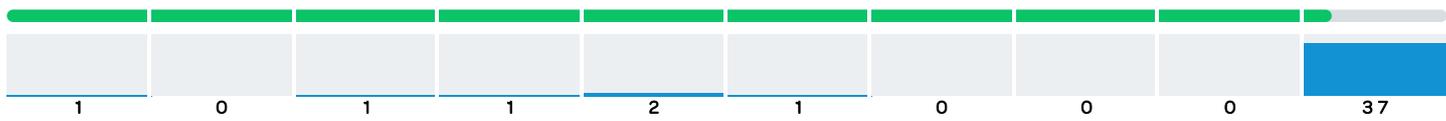
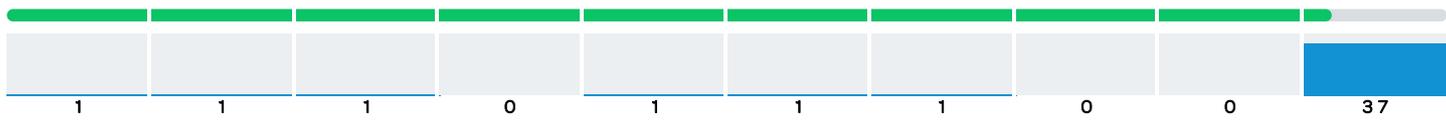### Q32. We know who our stakeholders are and what they want

9.2

| 2 | 0 | 0 | 0 | 2 | 2 | 0 | 0 | 0 | 37 |
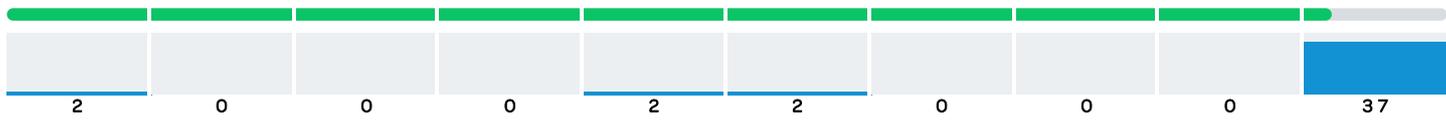
Q33. We promote win-win solutions with people outside of the team

9.2

| 1 | 0 | 1 | 1 | 2 | 1 | 0 | 0 | 0 | 37 |

Q34. We establish meaningful working relationships with our customers

9.2

| 1 | 1 | 1 | 0 | 1 | 1 | 1 | 0 | 0 | 37 |

Q35. We readily share information with other teams

9.3

| 1 | 1 | 0 | 1 | 0 | 1 | 0 | 2 | 0 | 37 |

Q36. We always ask for feedback from our stakeholders

9.2
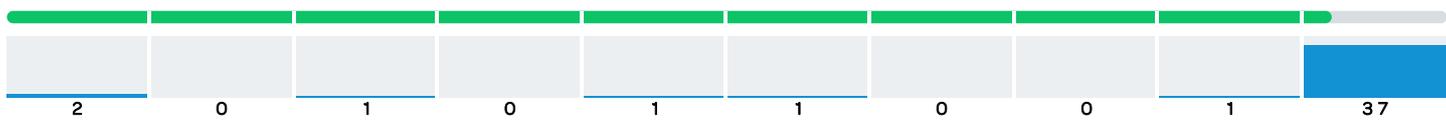
| 2 | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 1 | 37 |

Q37. Our team's roles and responsibilities are clear when dealing with stakeholders

9.4

| 1 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 2 | 38 |

● Low < 6   ● Medium 6-8   ● High > 8

Stakeholders

Stakeholders are those that have an interest or connection with your team. This may include suppliers, contractors, clients, colleagues, agencies and anyone else that interacts with you. Some are more important than others as their impact on the team may be greater. Saying that, if they are a stakeholder it's in the teams interest to understand who they are, what their needs are and how well you are meeting these needs.

Often stakeholders can have a huge effect on team performance. So, ensuring all the team understand the importance and needs of these connections is vital to ensure the team, and the individuals within it, can deliver on what they have been tasked to achieve.

Observations

Well done; you're doing great in terms of stakeholder management. Now, it's all about keeping these standards high. It's important that you always seek to exceed expectations. Look for ways you can go above and beyond what has been promised. You won't be able to do this in regards to all project objectives. However, there may be a few areas whereby you are able to deliver something above what has been expected, and this will certainly help you to impress the stakeholders on the project. You should also never simply stop reporting the status of the project just because your stakeholders do not need it. Perception is reality.

If your stakeholders perceive you are not doing something, then you're not doing it - even if you technically are! Aside from this, whenever you say 'yes' to something make sure your stakeholders understand how much yes will cost. Stakeholders and sponsors do not like to be told no. Therefore, you should always say 'yes' but make sure that the terms of the contract would subsequently change. Stakeholders need to understand the cost of something so they can determine whether or not 'yes' is going to be worth it.

Actions

- Balance goal attainment with relationship management
- Be mindful of communication styles when things are not going well - it's all to easy to damage relationships.
- Set clear and regular project deliverables at the commencement of new work and then monitor and publish progress to all involved.

Your six Capability questions are shown below. This category allows the team to score on whether they think they have the skills and knowledge to complete their roles. It's a great source of information on their development needs.
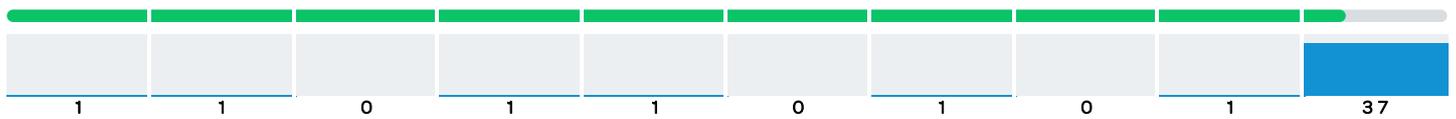
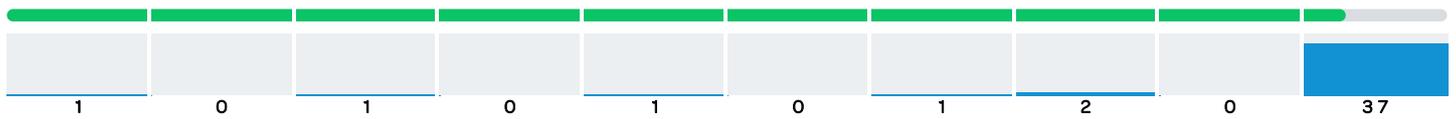**Q38.** We share our knowledge, skills and best practice with each other **9.3**

2	0	0	0	2	0	1	0	1	37
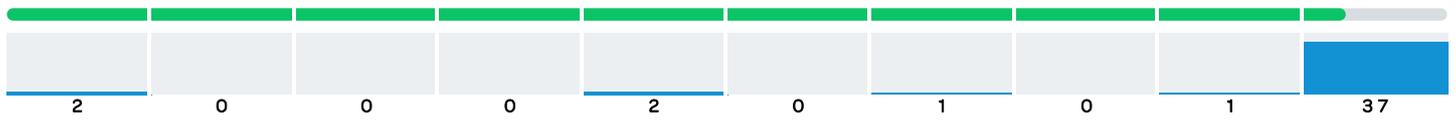
Q39. We prioritise time and resources effectively to accomplish the team's goals and maximise performance **9.3**

1	1	0	1	1	0	1	0	1	37

Q40. Collectively we have the necessary soft skills* required for our team to succeed. **9.3**

1	0	1	0	1	0	1	2	0	37

Q41. Where soft skills are lacking we have a tailored personal development programme allowing people to learn and grow **9.2**

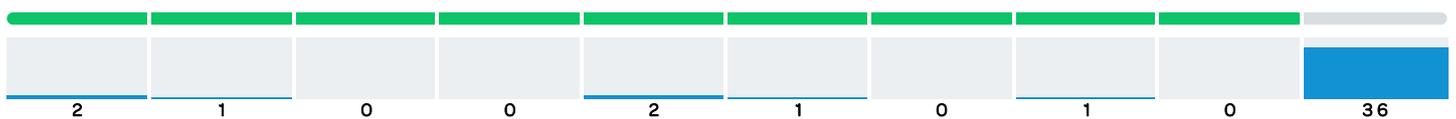| 1	1	1	1	0	1	0	1	0	37
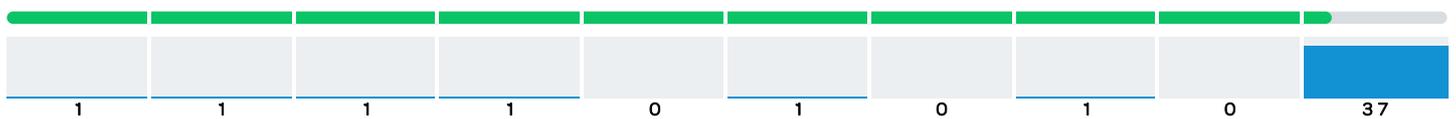
Q42. Collectively we have the necessary technical skills* required for our team to succeed. **9.3**

2	0	0	0	2	0	0	2	0	37

Q43. Where technical skills are lacking, we have clearly defined development programme allowing people to grow and progress **9**

2	1	0	0	2	1	0	1	0	36

🔴 Low < 6   🟠 Medium 6-8   🟢 High > 8

Capability

The capability of your team has an influence on how well they perform. A strong and capable team can be more productive and work smarter and harder to deliver better results. But, what is capability? Well, it's having a team that has the skills and experience to get the job done. It may also include the right attitude to achieve what has been set for them.

The teams environment can also affect its capability. Having the necessary tools and equipment delivered in a productive and efficient environment builds confidence and capability. Matching job roles, skills and achievements will show where support or training is required to bolster team or individual capabilities.

Observations

Your team believes in themselves and their capability to do their jobs. This is great news and should be developed further to take the team to the 'next level'. Don't be afraid to trust them and encourage innovation as they are feeling confident and able. The question to ask is 'what more can they achieve'?

Work with the team to test this by stretching targets or challenges for them to resolve. This is not about getting them to do more with less. Rather, what can they really achieve if given the time, resources and encouragement to do so. It's a great position to be in. Don't be complacent as a high capable team can easily lose their 'edge' if not pushed to greater things.

Actions

- Let your team members work on external projects to enhance their skills and network to benefit the team
- Bite size learning's g- less than 15 minutes so - is very effective in boosting skills and confidence.
- Discourage cynicism in the team as it will inhibit new ideas and creativity.
- Use informal reviews to find out skills that team members either already have or want to learn

Your six Resilience questions are shown below. This is about how the team responds to the pressures of delivering on their job roles. It's about rising to challenges and overcoming difficulties through collective effort and support.
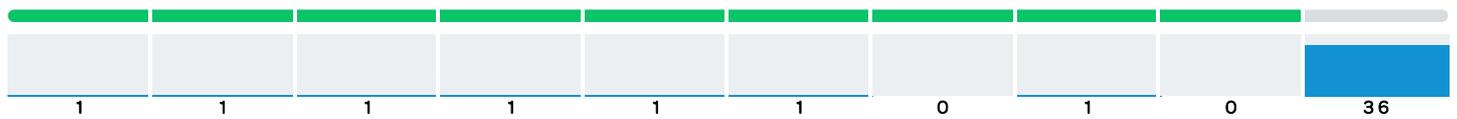
Q56. Winning as a team is better than winning as individuals

9.1

1	0	1	2	1	0	1	1	0	36
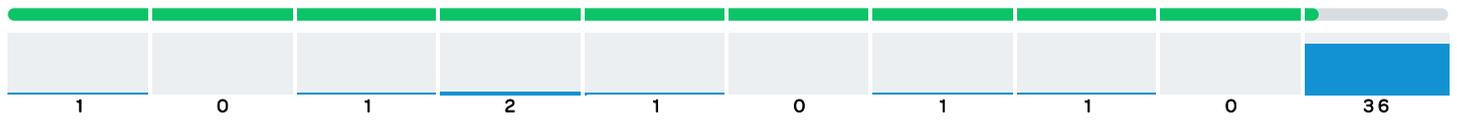
Q57. We keep going when things get tough

9

1	1	1	1	1	1	0	1	0	36

Q58. As a team we are good at anticipating problems and looking at creative ways of overcoming them

9

3	0	0	0	3	0	0	1	0	36

Q59. We try to help each other without being asked

9.2

1	1	0	1	1	0	1	2	0	36
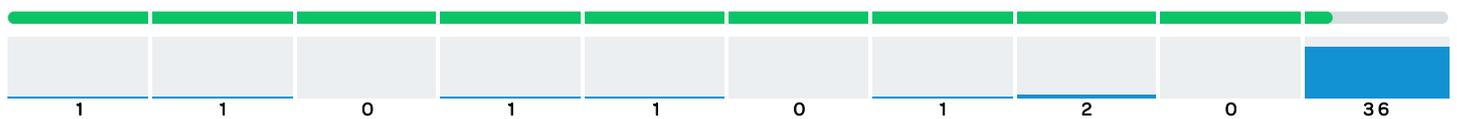
Q60. We focus on possibility not negativity

9

3	0	0	1	1	0	1	1	0	36
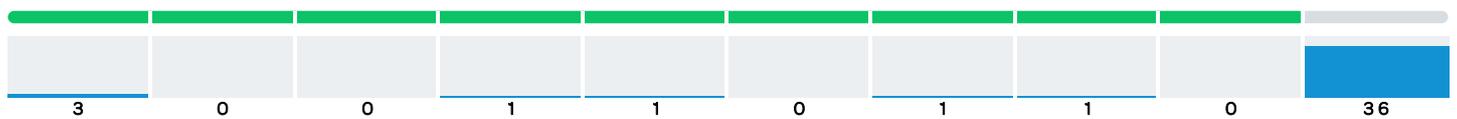
Q61. We rise to, and accept, new challenges

9.1

2	0	1	1	1	0	0	2	0	36

● Low < 6   ● Medium 6-8   ● High > 8

9.1
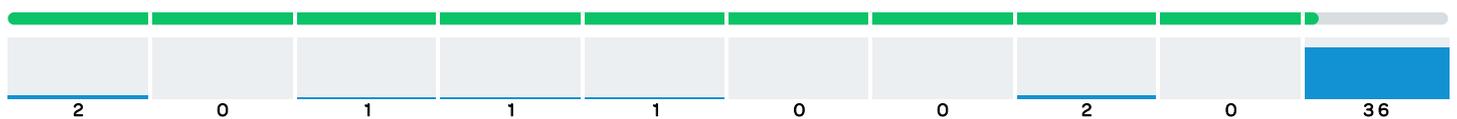
Resilience

Resilience, is "the process of adapting well in the face of adversity, trauma, tragedy, threats, or significant sources of stress." In a team situation this can mean anything from critical deadlines, short-staffing, ongoing lack of the correct skills or even critical systems, machine or equipment failures.

A good team should be able to survive anything and continue to work well together to produce good results. Every team can experience problems, whether they are internal or external, but a team with plenty of resilience can hold together. A team can be affected by the pressures of work and stress, but when the team is resilient it is easier to combat these problems or even prevent them from occurring.

Observations

The team already shows great resilience. They react quickly to problems, stopping the damage and finding logical solutions and adaptations. To keep this up, you must continue to celebrate their successes and build the collaboration between colleagues. Various exercises in and out of the workplace can do this. Tasks in which they have to overcome obstacles should be top of the agenda. Meanwhile, new employees need to be informed about the ways the team handles those hurdles while also encouraging them to show their initiative.

Trust and psychological safety are vital, and employees need to know that colleagues will be on their side. Likewise, they have to trust that the decisions made by colleagues will bring good results in those difficult moments. Adaptive goals can help the tea shift its mentality to focus on the new challenges while still working towards the desired outcome. Team meetings, messaging Apps, and project management all allow this to happen.

Your team is performing well, but you can't let standard slip due to unforeseen issues. Prepare them individually and as a group to maintain the desired levels.

Actions

- Developing a culture of mutual support across the team will reap huge benefits when things get tough.
- Encourage mindfulness with those you manage so they have the ability to properly evaluate their decision making.
- Practice situational leadership - should you be leading, delegating or supporting in this time of crisis?
- Show the team that you trust them to complete their work- trust builds confidence which in turn increases resilience.

Your six Harmony questions are shown below. These questions are about the balance and flow of the team and how they feel they work and interact with each other.
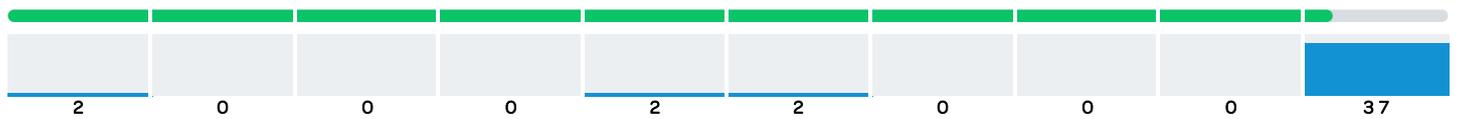
Q19. The team approaches all tasks in a calm, constructive manner
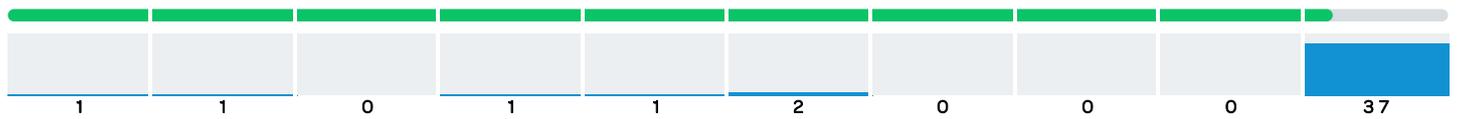
9.1

1	1	1	0	2	1	0	0	0	37
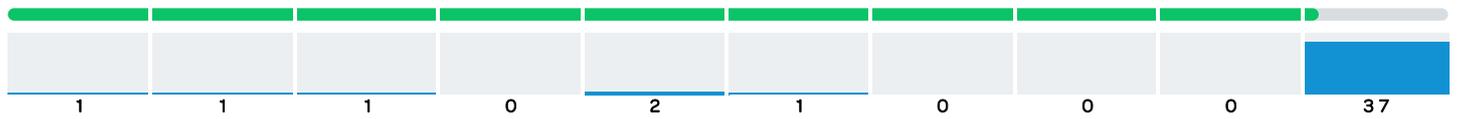
Q20. We do not operate a blame culture as setbacks are a learning experience

9.2

2	0	0	0	2	2	0	0	0	37

Q21. As a team, we are well organised and don't spend time firefighting

9.2

1	1	0	1	1	2	0	0	0	37

Q22. The team rarely disagrees with the way the company does things

9.1

1	2	0	0	1	1	1	0	0	37
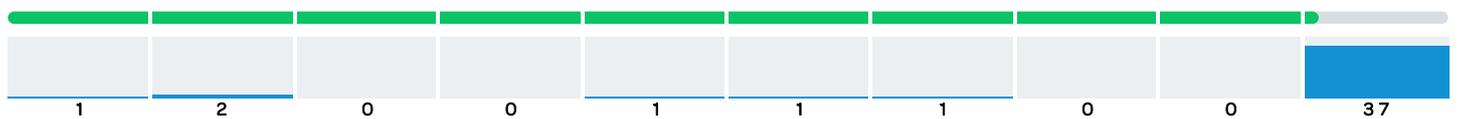
Q23. We recognise and praise individual effort effectively within the team

9.2

1	1	1	0	1	1	0	1	0	37
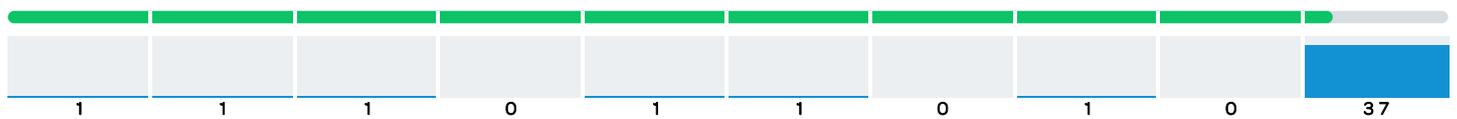
Q24. The team listens to and constructively builds upon ideas put forward by other team members

9.1

1	1	1	1	1	1	0	0	0	37
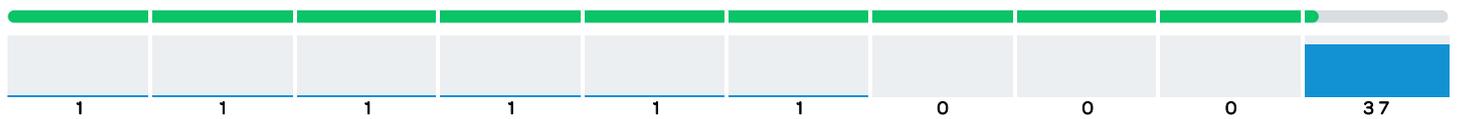
🔴 Low < 6   🟠 Medium 6-8   🟢 High > 8

Harmony

Harmony is an indication of how well your team gets on and works together to achieve their goals. Everyone in your team needs to be working toward the same goals and vision. When the team is aligned and working together it makes things much easier for everyone in the team. Things just work well.

However, Harmony is easily broken by disagreements, misunderstandings, conflict and discord - which then create unnecessary obstacles that prevent effective team working. A lack of harmony might also mean a lack of trust or poor communication, or it could mean that things happen slower than they should. With no harmony in your team, more mistakes could be a risk due to poor communication and lack of shared vision.

Observations

Your team is known for its harmony and positive working environment. Team members enjoy working with one another and use their varying skills and characters to improve team outputs. By recognising the differences between team members, the team unit itself becomes stronger and more capable.

Every member of the team is recognised and listened to, and other members are quick to support and congratulate them on their success. Team members feel highly valued and are routinely recognised for their achievements and efforts.
When faced with a challenging situation, your team members quickly work together to overcome the issue; choosing to employ constructive methodologies, rather than looking for individual blame. Ultimately, team members feel happy working in such a harmonious environment and actively contribute to the team's cohesion, unity and ethos. Congratulations – your team is happy and harmonious, so keep doing what you're doing!

Actions

- Don't let issues between team members festive and grow beyond their importance. Nip them in the bud early.
- Undertake conflict resolution training with appropriate staff to help keep your team happy and motivated.
- Discourage and manage-out team members who are working to their own agenda or goals - it's really destructive to team morale.
- Set the standards for the team and ensure that everything you do and say lives up to these standards.
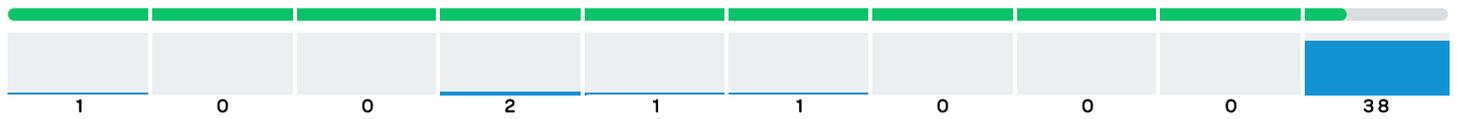
Trust: Questions

Your six Trust questions are shown below. These questions are about how your team interacts with each other both internally or externally. It's about the team doing what it says it will do.
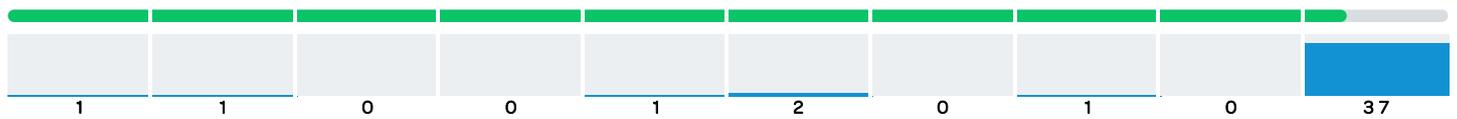
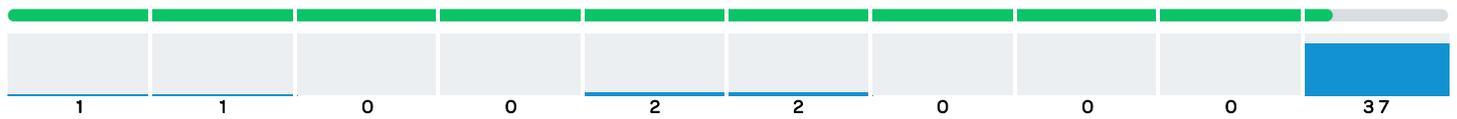**Q26.** We have the right level of trust within the team to facilitate optimal working practices **9.3**

1	0	0	2	1	1	0	0	0	38

Q27. We respect and allow each other to lead when the need arises **9.3**

1	1	0	0	1	2	0	1	0	37

Q28. The integrity of our team facilitates optimal working practices **9.2**

1	1	0	0	2	2	0	0	0	37

Q29. Our team is loyal to each other - we defend each other's reputation **9.2**

1	1	0	1	1	2	0	0	0	37
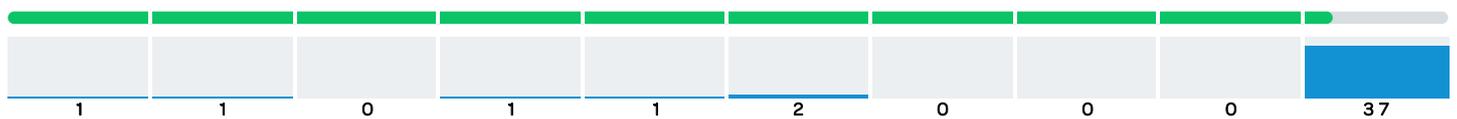
Q30. We have confidence in each others' abilities to deliver what the team has promised **9.3**

1	0	1	0	1	2	0	0	1	37
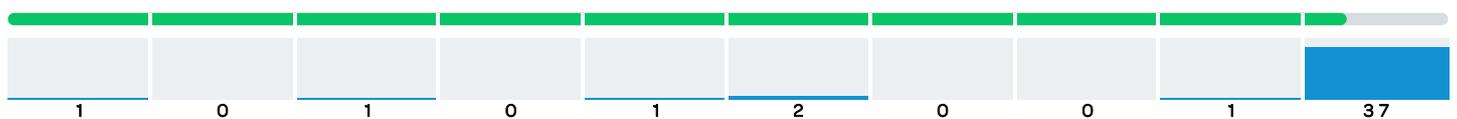
Q31. Everyone contributes to the best of their ability at all times **9.1**

1	1	0	0	3	1	0	0	1	36
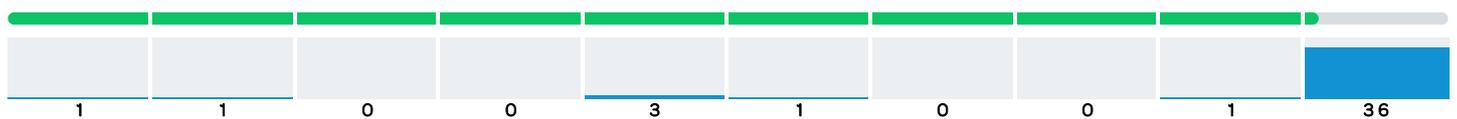
Low < 6   Medium 6-8   High > 8

Trust

Trust means you can rely on the team or the individuals within it to do the right thing. Trust is critical for a team to be effective as it ensures a level of safety and understanding for those within it. If team members feel safe then they are able to work to their strengths and know their weaknesses will be supported.

Trust is also about lack of blame or finger pointing. Trust allows the team to take more risks and expose vulnerabilities safe in knowledge that and failings will not be held against the team or person. Trust also ensures decision making and communication is quicker and more effective.

Observations

Trust levels throughout the team area already of a high standard thanks to a transparency of communication between team members. Employees are confident in the capabilities of their colleagues and feel a sense of safety on a professional level as well as a personal one. They are largely at ease with highlighting any issues or concerns without fear of major disagreements, but you should still make a conscious effort to avoid any regression. Your main priority is to maintain the high standards that have been set.

Invest in the onboarding processes to ensure that trust levels don't fall when new team members enter the group. Help employees put faces to names, particularly when dealing with colleagues from other sites by using video chat and similar tools. Group perks, open team meetings, and away days can all have positive impacts while a clear company policy that stamps out negative workplace politics is crucial too.

Actions

- Sharing fears and concerns across the team, including the manager, is difficult but an effective trust-builder.
- Every mistake is a learning opportunity for the team to get better at that it does - grasp it.
- Admit when you've made mistakes and show that you are able to learn and adapt to help them deliver their job.
- Be honest with your team and tell them as much as you can as secrets have their place but, can be destructive.

Your six Delivery questions are shown below. They cover the team's thoughts on whether they believe they are able to achieve what's expected of them. Some teams are over confident while others underestimate their abilities.
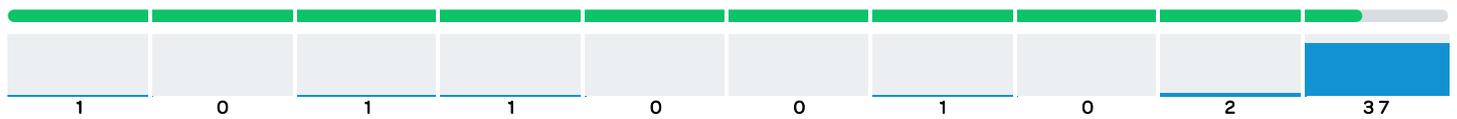
Q6. We all work together to produce an agreed deliverable plan and monitor progress against it **9**
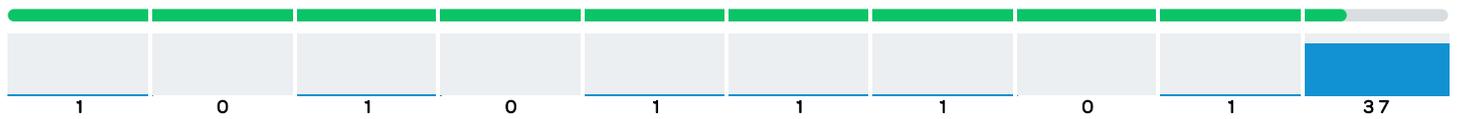
| 1 | 2 | 1 | 0 | 0 | 2 | 0 | 0 | 1 | 36 |

Q7. Our team frequently goes beyond what is required of them **9.4**

| 1 | 0 | 1 | 1 | 0 | 0 | 1 | 0 | 2 | 37 |

Q8. We embed quality and excellence into everything we do **9.3**
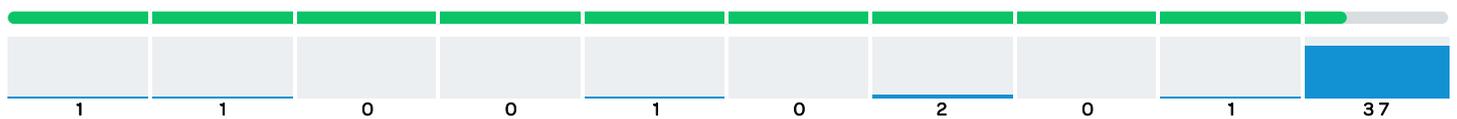
| 1 | 0 | 1 | 0 | 1 | 1 | 1 | 0 | 1 | 37 |

Q9. We focus on getting the right results for our customers **9.3**

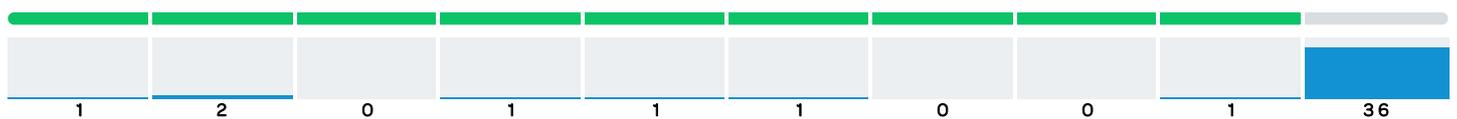| 1 | 1 | 0 | 0 | 1 | 0 | 2 | 0 | 1 | 37 |

Q10. We operate in a continuous improvement environment where we have an input into how the team functions and how performance can be improved. **9.5**

| 1 | 0 | 0 | 0 | 1 | 0 | 2 | 0 | 1 | 38 |
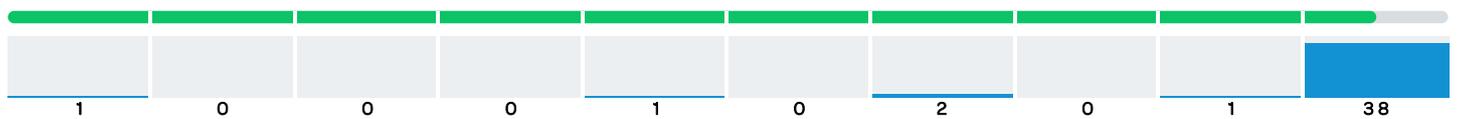
Q11. We recognise and celebrate success **9**

| 1 | 2 | 0 | 1 | 1 | 1 | 0 | 0 | 1 | 36 |

● Low < 6   ● Medium 6-8   ● High > 8

Delivery and Results

Productivity levels are a major factor in the success of a team. A productive team can get more done, saving time and money without compromising on quality. High productivity creates a sense of achievement and a positive feeling in the team. The more productive the team is, the more everyone feels that they are capable of getting their work done.

To achieve this, everyone needs to be able to work well together and contribute to the team. As a manager, knowing, managing and utilising your team's strengths and supporting their weaknesses on an ongoing basis is a critical key to success. Pushing your team beyond their current limits should be done in a controlled and managed way to avoid burnout.

Observations

Your team works well to deliver high-quality outputs on every occasion. Benefiting from a cohesive environment, individual team members feel well supported and part of a tight-knit unit. This fosters loyalty and increases their motivations; meaning they're willing to go the extra mile to enhance the team's delivery.

With a great team dynamic and an enriching environment, team members flourish as part of the unit, which naturally enhances their delivery. When your team is tasked with a project, you have no doubts about the quality, content or accuracy of their work. Now is the time to really push the team forward with stretching targets, supportive training and new opportunities. They are ready for it and should rise to the challenge.

Actions

- Match the jobs that require doing with the job descriptions of the team - fill any gaps with new new people or skilling your current team.
- Meetings can be really effective but also a 'talking shop' where nothing is achieved. Get feedback to see how yours compares.
- Find the right balance of communicating with your team - too little and they'll feel isolated and too much, smothered. Ask them.
- Project management software for the whole team to use can be really effective and getting more done in the most efficient way.

Your six Energy questions are shown below. This is the unseen power behind the team that keeps them delivering and moving forward. This is a resource that can fluctuate and thus have both positive and negative affect on team performance.
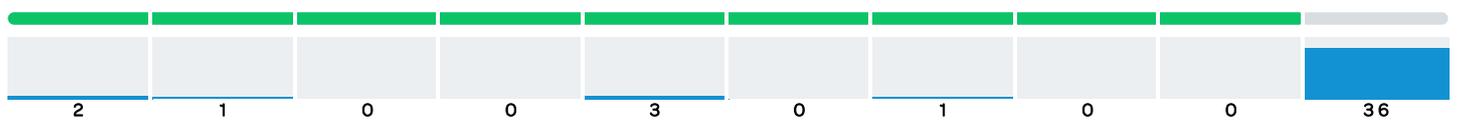
Q44. We effectively support and manage fluctuating energy levels to ensure our workload is completed on time and within budget   **9**
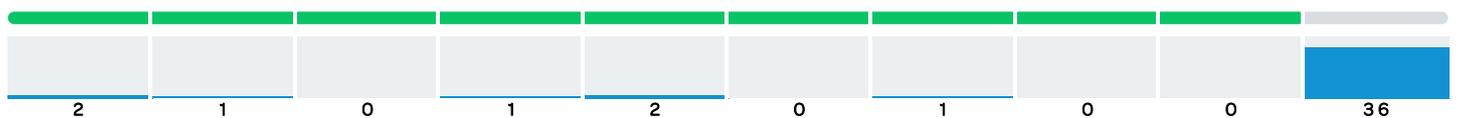
| 2 | 1 | 0 | 0 | 2 | 0 | 1 | 1 | 0 | 36 |
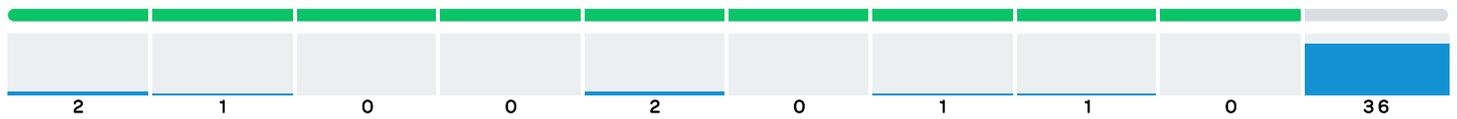
Q45. We're proud of our team and the work that we do   **9**

| 2 | 1 | 0 | 0 | 3 | 0 | 1 | 0 | 0 | 36 |

Q46. We all invest time in team building   **9**

| 2 | 1 | 0 | 1 | 2 | 0 | 1 | 0 | 0 | 36 |

Q47. We have a healthy work/life balance   **9.1**

| 1 | 1 | 1 | 1 | 1 | 0 | 1 | 0 | 1 | 36 |

Q48. The team believes in itself and has confidence in its abilities   **8.9**

| 1 | 3 | 1 | 0 | 1 | 0 | 1 | 0 | 0 | 36 |
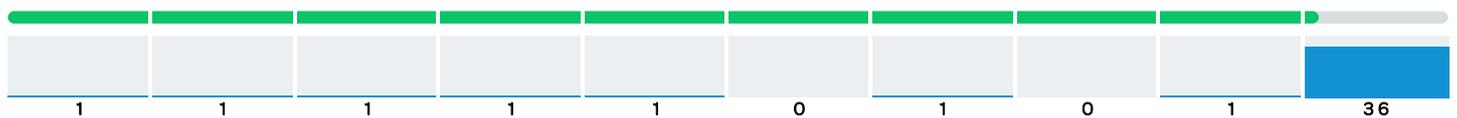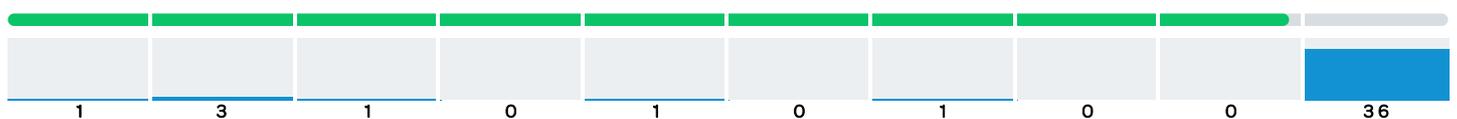
Q49. We demonstrate enthusiasm about the work we do at all times   **9.2**

| 2 | 0 | 1 | 0 | 1 | 0 | 0 | 2 | 1 | 36 |
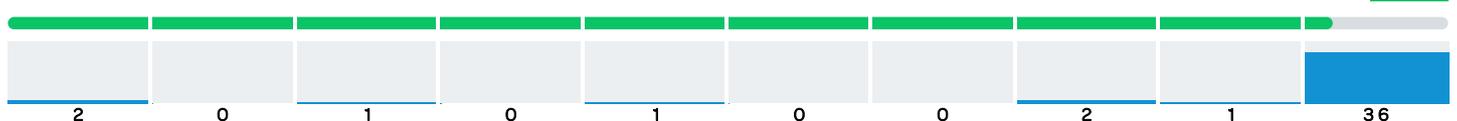
🔴 Low < 6   🟠 Medium 6-8   🟢 High > 8

Energy & Morale

Energy is the power behind your team that drives them forward, keeps them motivated and gets things done. Team energy levels can dramatically affect team performance so maintaining good energy levels creates the right environment for your team to succeed and feel good about itself. It also fosters a can-do attitude by improving resilience to challenges and problems ahead. Communication tends to improve and trust builds allowing team members to compensate for areas of under-performance.

Overall, team success is the greatest energy generator while failure, can be a real drain. Focus moves away from results and ends with in-fighting, cynicism and a breakdown in relationships. Managers need to isolate, understand and resolve underlying issues to quickly get the team back on track.

Observations

Your team already boasts a fantastic energy in general, leading to daily rewards that drive the company to success. Your job is to maintain those high levels. Invest in employee wellness programs using regular screen breaks, hydration, and gym memberships to boost the physical energy levels. A team sport can bring employees even closer together, generating a positive energy that supports progress in and out of the workplace. It'll help new recruits embrace the mood quickly too.

The employees are comfortable communicating with each other but you must continue to promote this openness and reward good ideas to inspire confidence in team meetings. Ask staff members what they feel passionately about and try to incorporate this into the company culture where possible. Aside from showing that you listen, it gives them an added sense of pride in the brand that they represent. An energy that spread to colleagues and clients alike.

Actions

- Be a champion of your team to stakeholders - share great news with those that have an interest in the team
- Embrace visits from senior management as a way to demonstrate all the great things your team are doing
- Where appropriate, recognise continued great performance with promotion or bonuses.
- For exceptional work, the company could pay for a meal out with the team member and their partner

Positive Comments

These are taken directly from the questionnaire and have not been edited in any way. If users have typed incorrectly, spelled words wrong or used inappropriate language this will still be reflected in the text shown.

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Areas to Improve

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Additional Comments

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