

Team Assessment

This Team Assessment Tool is intended to evaluate the team's present degree of psychological safety. **Please run as designed.**

1

The duration of the meeting will be determined by the size of the team, and will be directed by the leader

Ask everyone in the team to complete the **Psychological Safety Questionnaire** to determine their score and colour category (see page 2)

2

3

Colour-categories should then be shared with the team to estimate the dominant level of safety (green, yellow or red)

The leader should now explain and lead the **"Shielded Discussion"** exercise (on pages 3 & 4) to debrief the responses and open the discussion (5 min share per person)

4

5

After everyone has spoken, the facilitator does the **"Collaborative Commitment"** exercise (on page 5) to conclude the meeting

Psychological Safety Questionnaire

Knowing and understanding your personal level of Psychological Safety and that of your team, means you can proactively take steps to make the changes needed. To complete the questionnaire, score yourself on each item and then total that score. The higher the score, the more psychological safety exists within the team		Never	Rarely	Sometimes	Often	Always
Individual Safety	It is easy to have difficult conversations in our team	1	2	3	4	5
	I won't receive negative feedback or criticism if I admit that I made a mistake	1	2	3	4	5
	It is easy to ask other members of my team for help	1	2	3	4	5
	I feel comfortable and safe sharing new ideas with my team, even if it isn't completely thought through yet	1	2	3	4	5
Team Respect	We accept everyone regardless of differences	1	2	3	4	5
	We give everyone time and attention when they share ideas	1	2	3	4	5
	We can easily describe the value of other's contributions	1	2	3	4	5
Team Learning	We talk about mistakes and seek ways to improve and learn from them	1	2	3	4	5
	We find time to improve processes as a collective	1	2	3	4	5
	We can raise concerns about plans and decisions	1	2	3	4	5
	We assess our underlying assumptions and seek counterarguments about issues that are discussed	1	2	3	4	5

SCORING

Red 1-21 Very little safety	Yellow 21-37 Some safety	Green 38-55 Good safety
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Shielded Discussion

Use this activity to encourage sharing in the team following completion of the psychological safety questionnaire

1

Take 5 minutes and allow each team member to select an image from page 10

This image should be one that the team member feels best describes the reason for their answer to the psychological safety questionnaire

2

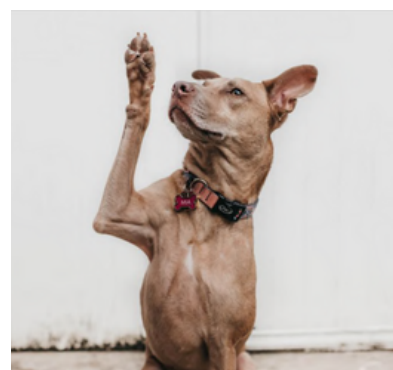
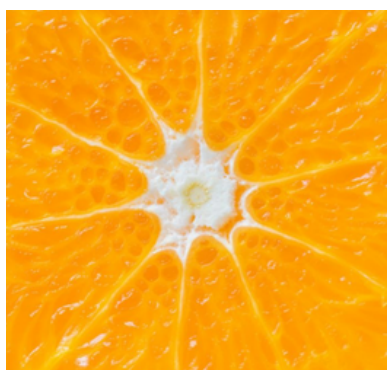
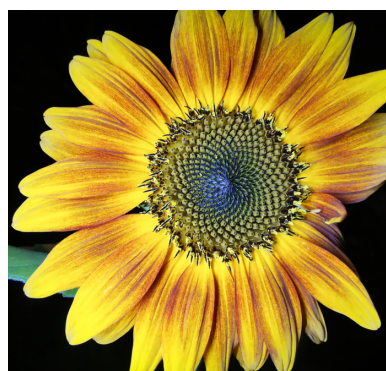
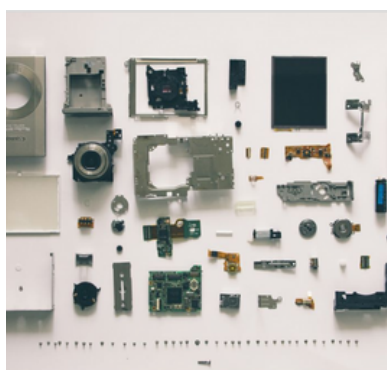
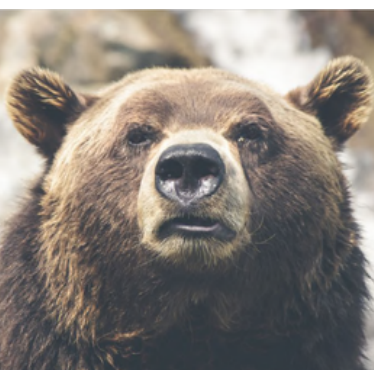
3

Example: If my questionnaire total is 40 (green), I might choose the Cup of Tea image. The reason being that I feel that my cup is full (I am feeling safe)

4

Now each person shares their image with the larger group and explains the reason for their choice





Collaborative Commitment

Use this activity after the Shielded Discussion as a way to close off the meeting. This aims to build commitment on the way forward to improve the Psychological Safety within the team.

1

Form small groups of around 5 people (online or face-to-face)

2

Have a 10 minute discussion per group, reaching consensus on selecting a single image per group (page 10)

3

This image should best represent how to improve the psychological safety within the team as a whole (this should be phrased as a commitment: "We commit to ...")

4

Each group now shares their image and commitment with the larger group and explain the reason for their choice

5

Commitments should ideally be captured and shared with the team and then be reviewed again in a week, month or quarter.

