focal**TEAM**

Team Feedback Results
Sample Team

September 25, 2019

Summary results from 4 Team Members

custom insight

This report contains a summary of your team feedback results. The report begins with the most important areas to focus on, followed by a more detailed breakdown of the results. Start by reading through the entire report to the end of the comments section. Once you have familiarized yourself with the report and your team's results, go back through the report and look for inconsistencies, patterns, and themes. Work back and forth between the numeric data and the comments as you do this.

Share this report with your entire team and engage in an open, candid discussion about the results. Do not focus on who said what. Rather, go out of your way to create a safe space where people are not afraid to share their thoughts and opinions.

As a group, identify a short list of items to work on and create an action plan based on those items. The online report includes tools that will facilitate this process.

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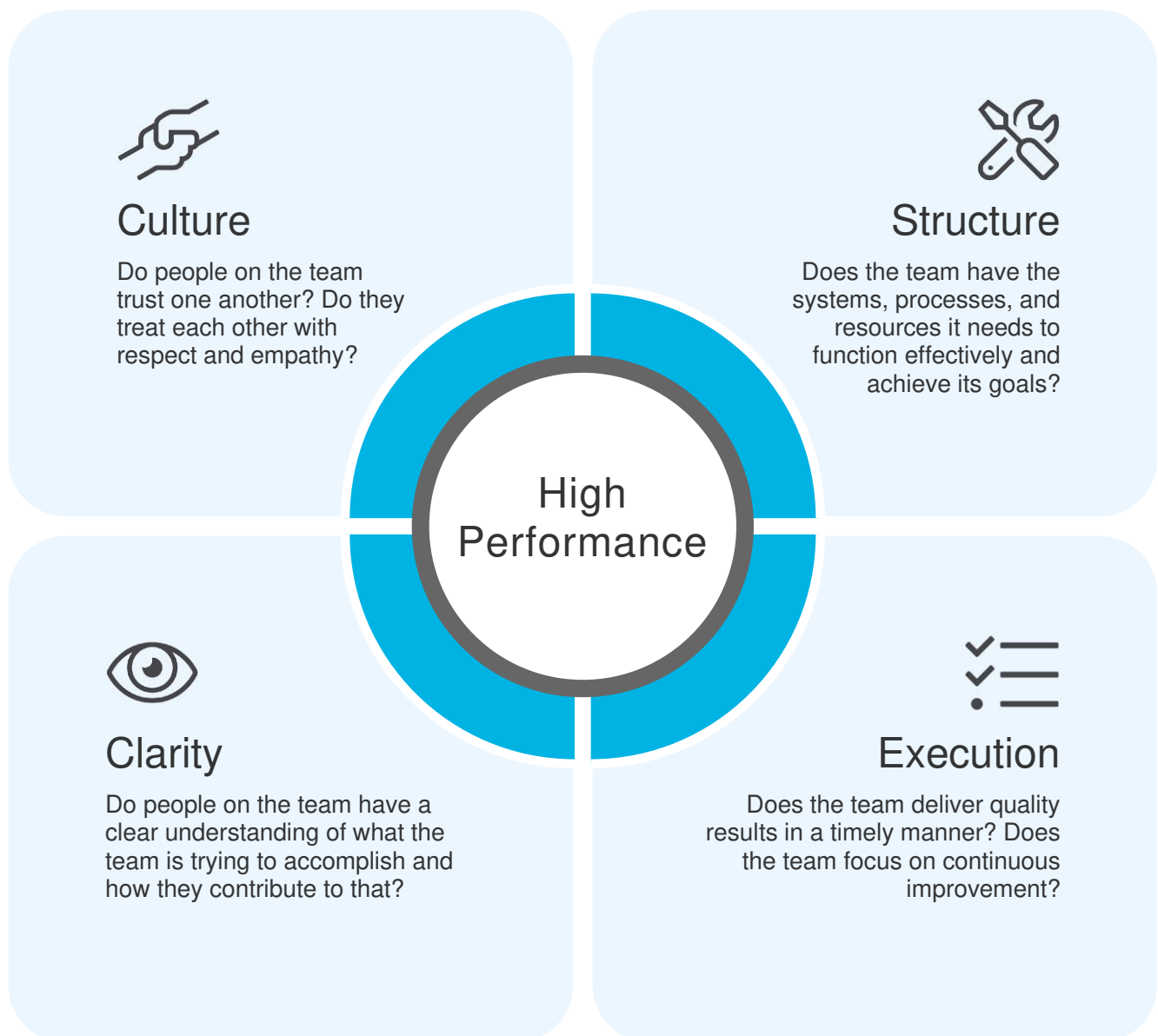
"Alone we can do so little; together we can do so much."

- Helen Keller

There are many ways that teams can achieve success, but the most effective teams have several key things in common. Those essential characteristics are summarized within the four primary factors of high-performance teams (shown below). These factors are based on statistical analysis and widely supported by industry research.

Culture

Do people on the team trust one another? Do they treat each other with respect and empathy?

Structure

Does the team have the systems, processes, and resources it needs to function effectively and achieve its goals?

High Performance

Clarity

Do people on the team have a clear understanding of what the team is trying to accomplish and how they contribute to that?

Execution

Does the team deliver quality results in a timely manner? Does the team focus on continuous improvement?
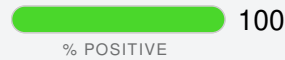
Building on what you are good at and on what comes naturally to you is often an effective way to be successful.

As your team creates its action plan, looks for ways that you can leverage and build on your strengths in order to achieve your team's goals.
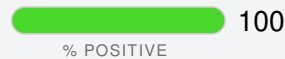
Highest-Rated Items

Alignment: The work this team does is essential to the overall success of the organization.

100 % POSITIVE | 4.8 AVG DIST

Communication: People on this team communicate effectively with one another.

100 % POSITIVE | 4.5 AVG DIST

Collaboration: This team collaborates effectively with other groups in the organization.

100 % POSITIVE | 4.5 AVG DIST

Alignment: It really seems like everybody on this team has a shared vision and is working toward the same goals.

100 % POSITIVE | 4.3 AVG DIST
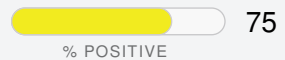
Empowerment: People on this team have the freedom and authority they need to make decisions and take action.

100 % POSITIVE | 4.0 AVG DIST

Decisiveness: On this team, we make timely decisions without unnecessary delay or procrastination.

100 % POSITIVE | 4.0 AVG DIST

Clarity: I understand how my work directly contributes to the overall success of the team.

75 % POSITIVE | 4.2 AVG DIST

Personal Expression: We are good at bringing conflict into the open so it can be discussed and resolved.

75 % POSITIVE | 4.2 AVG DIST

% POSITIVE is the percentage of responses that were either Strongly Agree (5) or Agree (4).
The other response options were Neutral (3), Disagree (2), and Strongly Disagree (1).
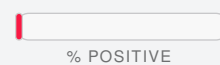
Think about which of the following areas are critical to your team's success. Are any of the items listed below holding your team back?

Where possible, look for ways to leverage existing team strengths in order to improve in these areas.
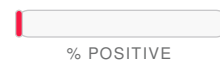
Lowest-Rated Items

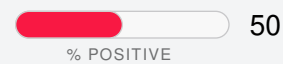**Transparency:** Information and knowledge are shared openly on this team.

% POSITIVE: 0

DIST

AVG: 2.5

Trust: There is a high level of trust on this team.

% POSITIVE: 0

DIST

AVG: 2.5

Support: People on this team go out of their way to assist and support one another.

% POSITIVE: 50

DIST

AVG: 3.2

Clarity: I have a clear understanding of my role and responsibilities on this team.

% POSITIVE: 50

DIST

AVG: 3.5

Accountability: Every person on this team is held accountable for achieving goals and meeting expectations.

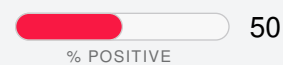% POSITIVE: 50

DIST

AVG: 3.5

Resources: This team has all of the resources and support it needs in order to achieve its goals.

% POSITIVE: 50

DIST

AVG: 3.8

Learning: We consistently reflect on our successes and failures in order to learn and improve.

% POSITIVE: 50

DIST

AVG: 3.8

Agility: On this team, we adapt quickly to changing circumstances.

% POSITIVE: 75

DIST

AVG: 3.5

% POSITIVE is the percentage of responses that were either Strongly Agree (5) or Agree (4).
The other response options were Neutral (3), Disagree (2), and Strongly Disagree (1).

These are areas where people on the team have differing perspectives and experiences.

Use the items on this list as opportunities for team discussions. If done the right way, candid conversations on these topics can help build trust and alignment among team members.

Consider bringing in an outside facilitator who can help the team create a psychologically safe space and guide conversations in a constructive direction.

Areas of Divergence

|	RESPONSE DISTRIBUTION	AVG	% POS
Learning: We share what we learn with other groups in the organization so they can benefit from our experiences.		3.5	75
Learning: We consistently reflect on our successes and failures in order to learn and improve.		3.8	50
Processes: This team has established the processes and procedures it needs in order to function effectively.		3.8	75
Agility: On this team, we adapt quickly to changing circumstances.		3.5	75
Support: People on this team go out of their way to assist and support one another.		3.2	50
Resources: This team has all of the resources and support it needs in order to achieve its goals.		3.8	50
Personal Expression: We are good at bringing conflict into the open so it can be discussed and resolved.		4.2	75
Clarity: I understand how my work directly contributes to the overall success of the team.		4.2	75

> "It is amazing what you can accomplish if you do not care who gets the credit."
>
> - Harry Truman

There are many ways that teams can achieve success, but the most effective teams have several key things in common. Those essential characteristics are summarized within the four primary factors of high-performance teams (shown below). These factors are based on statistical analysis and widely supported by industry research.
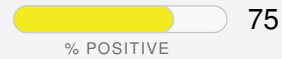
Team Effectiveness Factors

Culture

46

Structure

83

70

OVERALL SCORE

Clarity

79

Execution

71
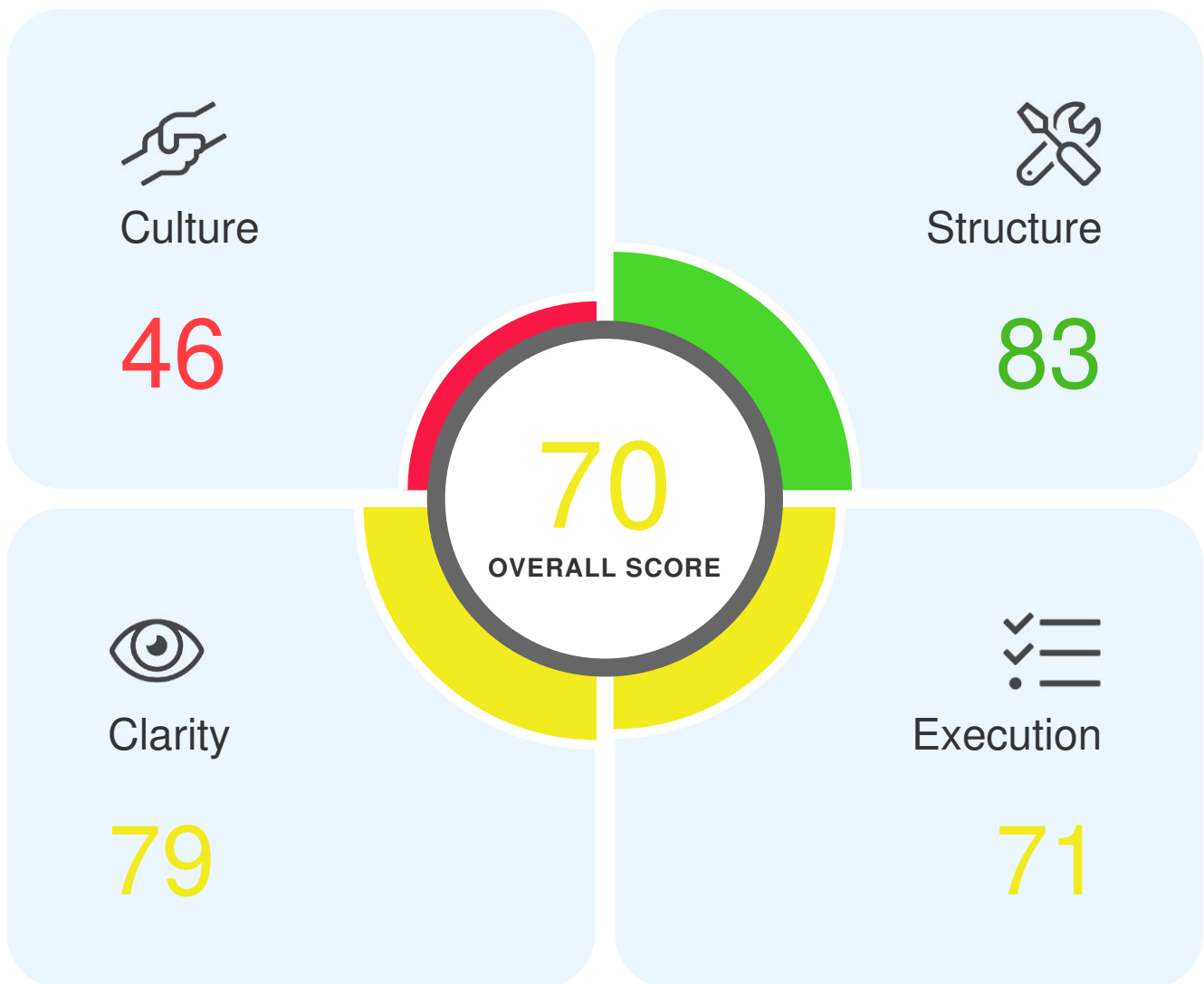
Culture

Personal Expression: We are good at bringing conflict into the open so it can be discussed and resolved.

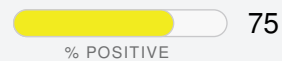% POSITIVE: 75   DIST   AVG: 4.2

Reliability: People on this team follow through on their commitments.

% POSITIVE: 75   DIST   AVG: 4.2

Personal Expression: People with different ideas are valued on this team.

% POSITIVE: 75   DIST   AVG: 4.0

Support: People on this team go out of their way to assist and support one another.

% POSITIVE: 50   DIST   AVG: 3.2

Trust: There is a high level of trust on this team.

% POSITIVE: 0   DIST   AVG: 2.5

Transparency: Information and knowledge are shared openly on this team.

% POSITIVE: 0   DIST   AVG: 2.5
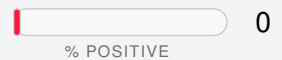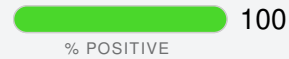
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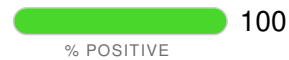
Clarity

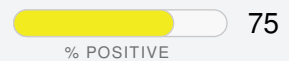|			
Alignment: The work this team does is essential to the overall success of the organization.	100 % POSITIVE	DIST	4.8 AVG
Alignment: It really seems like everybody on this team has a shared vision and is working toward the same goals.	100 % POSITIVE	DIST	4.3 AVG
Clarity: I understand how my work directly contributes to the overall success of the team.	75 % POSITIVE	DIST	4.2 AVG
Clarity: This team has a clear set of priorities and objectives.	75 % POSITIVE	DIST	3.8 AVG
Clarity: I have a clear understanding of my role and responsibilities on this team.	50 % POSITIVE	DIST	3.5 AVG

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The other response options were Neutral (3), Disagree (2), and Strongly Disagree (1).

Structure
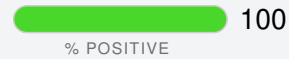
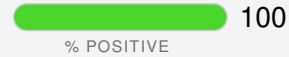|			
Communication: People on this team communicate effectively with one another.	100 % POSITIVE	4.5 DIST	AVG
Collaboration: This team collaborates effectively with other groups in the organization.	100 % POSITIVE	4.5 DIST	AVG
Empowerment: People on this team have the freedom and authority they need to make decisions and take action.	100 % POSITIVE	4.0 DIST	AVG
Meetings: Our team meetings have a clear purpose and achieve their intended outcomes.	75 % POSITIVE	3.8 DIST	AVG
Processes: This team has established the processes and procedures it needs in order to function effectively.	75 % POSITIVE	3.8 DIST	AVG
Resources: This team has all of the resources and support it needs in order to achieve its goals.	50 % POSITIVE	3.8 DIST	AVG
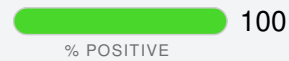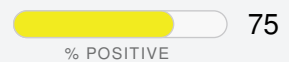
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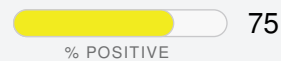
Execution

| Decisiveness: On this team, we make timely decisions without unnecessary delay or procrastination. | 100 % POSITIVE | DIST | 4.0 AVG |

| Collaboration: We always consider how our decisions will impact other parts of the organization. | 75 % POSITIVE | DIST | 3.8 AVG |

| Agility: On this team, we adapt quickly to changing circumstances. | 75 % POSITIVE | DIST | 3.5 AVG |

| Learning: We share what we learn with other groups in the organization so they can benefit from our experiences. | 75 % POSITIVE | DIST | 3.5 AVG |

| Learning: We consistently reflect on our successes and failures in order to learn and improve. | 50 % POSITIVE | DIST | 3.8 AVG |

| Accountability: Every person on this team is held accountable for achieving goals and meeting expectations. | 50 % POSITIVE | DIST | 3.5 AVG |
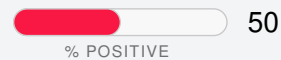
% POSITIVE is the percentage of responses that were either Strongly Agree (5) or Agree (4).
The other response options were Neutral (3), Disagree (2), and Strongly Disagree (1).

General Comments

What do you like most about being a part of this team?

- Test comment

If you could change one thing about this team in order to help it be more effective, what would that be?

- Test 2
- Test comment

Item-Specific Comments

Please elaborate on: "We share what we learn with other groups in the organization so they can benefit from our experiences."

- Sample comment