

## BOARDTALK



## BOARDROLES

- M**ake things happen:  
Create success habits through BoardTALK, BoardWORK, BoardROLES
- A**chieve significance:  
Build a strong performance culture and healthy image within the Board
- X**out the negative:  
Deal effectively with issues, problems, conflicts and other difficulties
- I**nternalise principles:  
Be a values-driven Board, reflected through its BoardWORK
- M**arch to a mission:  
Have a purpose and collective mission and vision together as a Board

- I**ntegrate:  
Be a balanced Board in attitude, commitment, goals, and priorities
- Z**ero in on people:  
Discover the power of UNITY when a Board knows how to dialogue, listen, confront, empathise and coach.
- E**nergise together:  
Cultivate a strong Board character which enables a Board to re-energise together.
- R**ealign rigorously:  
Know how to make mid-plan adjustments and handle constant
- S**tay the course:  
Place importance on staying focused and not quitting what's important

## Team Health Check Tool

The Team Assessment Tool is used to assist you in diagnosing the health of your team. It will help you pinpoint the areas where perceived improvement may be necessary. It can be completed at regular intervals (say every six months) and compared with the previous assessment to gauge the development of the team.

### *Instructions*

1. Give each member of your team the assessment tool to complete.
2. Use the self-scoring sheets for each team member to calculate their results. If there is a large variation in totals for a particular area, this needs to be worked through with the team. For example, if one team member scores a total of 9 out of 12 for the 'clear role, major focus areas and outcomes' area and another team member scores 5 out of 12 for this same area, there is a definite difference in perception about the role, major focus areas and outcomes for the team. Why? This needs to be talked about with the team.
3. Compare the results of each team member with your own results. Compare the result for each area as well as the combined totals. This will give you an impression of how well your team is functioning.
4. You may also wish to find the average of all the team members' responses by adding the totals and dividing by the number of totals. For example, individual totals of 40, 43, 47, 45, 50 add to 225, which when divided by the number of totals, that is 5, gives a team average of 45.

Remember, use the tool the way you feel it will best help you and your team.

## Team Assessment Tool

How well is your team functioning in targeting its major focus areas through team work, team roles and team talk? Below is a list of statements that may apply to your team. Please circle a response rating along the continuum from always (4) to rarely (1).

Statement	Always	Mostly	Sometime	Rarely
1. Our team has a clear and important role to perform in AMP	4	3	2	1
2. Team members are willing to help each other when needed.	4	3	2	1
3. We regularly review how well we are going in order to identify ways of improving.	4	3	2	1
4. If there's a problem in the team we generally solve it ourselves rather than involving the team leader.	4	3	2	1
5. Team members feel comfortable giving each other encouragement, praise and feedback.	4	3	2	1
6. We have specific and measurable performance indicators that show how well our team contributes to achieving AMP's outcomes.	4	3	2	1
7. We are able to perform other roles in the team when needed.	4	3	2	1
8. We treat mistakes as opportunities for learning how to avoid them in future.	4	3	2	1
9. The team plays a role in ensuring that each team member does their fair share of the work.	4	3	2	1
10. We have open communication – we don't talk about each other behind people's backs.	4	3	2	1
11. We, as a team, regularly seek feedback from our clients or customers.	4	3	2	1
12. Team members don't mind when expected or asked to do something different from their normal job	4	3	2	1
13. If someone has made a mistake, that person feels comfortable talking it over with others.	4	3	2	1
14. We make decisions regarding, and take responsibility for, our day to day work.	4	3	2	1
15. Team members regularly give the team leader feedback – positive and confronting if necessary.	4	3	2	1

### Team Assessment Scoring & Analysis

1. Record the number you circled for each statement in the Team Assessment Tool in the corresponding box below.
2. Add the total number of points score for each column.

1	<input style="width: 30px; height: 30px; border: 1px solid black;" type="text"/>	2	<input style="width: 30px; height: 30px; border: 1px solid black;" type="text"/>	3	<input style="width: 30px; height: 30px; border: 1px solid black;" type="text"/>	4	<input style="width: 30px; height: 30px; border: 1px solid black;" type="text"/>	5	<input style="width: 30px; height: 30px; border: 1px solid black;" type="text"/>
6	<input style="width: 30px; height: 30px; border: 1px solid black;" type="text"/>	7	<input style="width: 30px; height: 30px; border: 1px solid black;" type="text"/>	8	<input style="width: 30px; height: 30px; border: 1px solid black;" type="text"/>	9	<input style="width: 30px; height: 30px; border: 1px solid black;" type="text"/>	10	<input style="width: 30px; height: 30px; border: 1px solid black;" type="text"/>
11	<input style="width: 30px; height: 30px; border: 1px solid black;" type="text"/>	12	<input style="width: 30px; height: 30px; border: 1px solid black;" type="text"/>	13	<input style="width: 30px; height: 30px; border: 1px solid black;" type="text"/>	14	<input style="width: 30px; height: 30px; border: 1px solid black;" type="text"/>	15	<input style="width: 30px; height: 30px; border: 1px solid black;" type="text"/>

<b>Total</b>					
	Clear role and major focus areas	Mutual support	Learning from Mistakes	Shared Leadership	Open Communication

