

# Team Assessment Tool



This is a quick check of your team's current capability and attitude.

Set your bar high.

Just give an honest 'gut-feel' assessment of where your team are now, without worrying about what's next.

Once you've completed your grid, if you think you'd benefit from supportive, practical coaching on how to manage performance, call Ruth on 07741 274730

## Low Capability Good Attitude

Often new in role, or incapable of performing the role, but have a good attitude

Need very clear and detailed training plan to support their learning, with clear expectations of progress & regular reviews.

## Low Capability Poor Attitude

These people are often known by all as underperformers.

Failure to tackle their underperformance can harm YOUR credibility as a manager.

## High Capability Good Attitude

These people are good performers, who are passionate, enthusiastic and positive.

Consider stretch targets or additional responsibility

## High Capability Poor Attitude

Often well respected in role and know their job well. They exhibit negativity, and stir up discontent within the Practice.

Steps need to be taken to address their performance (move 'up' or move 'on')

Attitude



Capability

# MY Team Assessment Tool

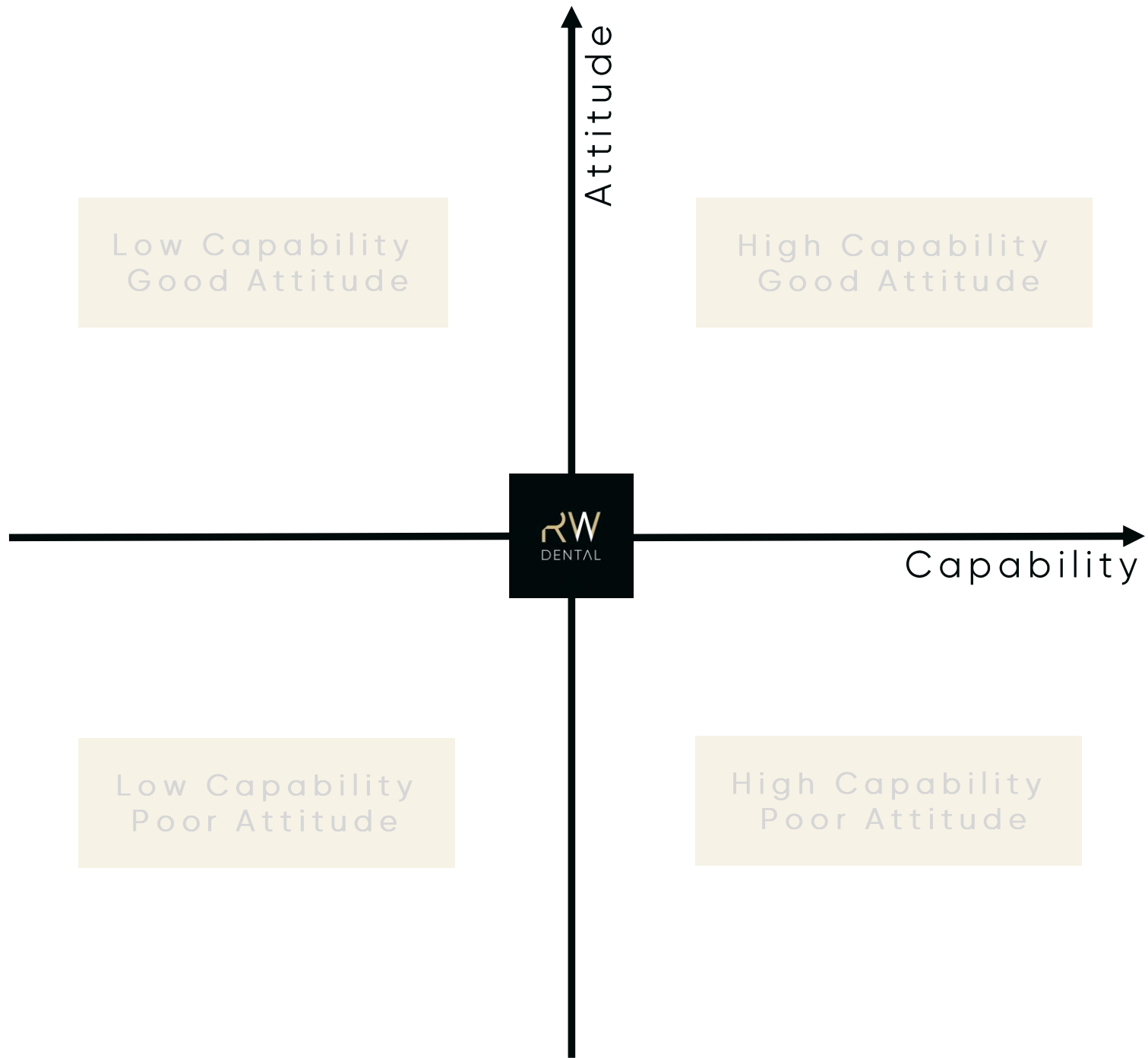


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# Team Assessment Tool EXAMPLE



In this example...

Sarah and Fatima need detailed technical training plans, and high level support with inevitable highs/ lows.

Nisba, Maria & Joe need development plans (& more responsibility?) to help sustain their interest and career growth.

Jane needs honest feedback, and a discussion to surface (and address) any grievances she has which may be causing negativity. Needs clear objectives on expected improvement and regular formal reviews.

Emily & Amy need honest feedback, clear objectives and regular formal reviews.

Emily, Amy & Jane are currently harming your business. You need to ACT.

Often the most difficult step is the first conversation where the underperformance is outlined. Often individuals reveal that they're looking for a job elsewhere, they have personal troubles etc. Until you ask... you don't know.

