ITeffectivity

Team Conversation Assessment: Are your team members engaged?

The next time you have a team meeting, write down the names of the team members across this page. Every time someone speaks, check off what kind of conversation they are having. Then you will see whether your team is truly aligned and on the same page, or not paying attention at all. You will also see who is dominating the conversation (often the most vocal is the one to lead a team down the wrong path), and who is disengaged.

Conversation	Name:	Name:	Name:	Name:	Name:	Name:
Negative or cynical comment or body language						
Sharing the vision						
Coming up with ideas and opportunities						
Evaluating different opportunities or analyzing						
Collecting data about opportunities						
Choosing which opportunity to pursue						
Committing to action						
Taking action						
Getting back on track after a setback						
Communicating progress						
Acknowledging results						
On mobile device						
Closed body language						
Other:						

Meeting Purpose: _____   **Date**: _____