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TEAM 360 (Team Effectiveness Assessment Matrix)

Company: XYZ
Report for: Deb Demo
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Introduction

TEAM 360 functions as a performance compass – it details how your team is performing as a unit. In order to create a successful team, all members must be at their best. If there are gaps between various members' skills or knowledge, it affects the success of the whole team.

The objective of the 360 feedback system is to reveal the strengths and deficiencies of each team member and the group as whole. If there are competencies and traits that can be developed further, the team can work together to create an action plan that benefits everyone. Remember, your objective isn't to single out weaker members – it is to strengthen the entire team.

Make sure to review your individual and team results in detail, paying close attention to skills/traits identified as needing improvement. The Advice section in your individual report and the team report offers helpful tips and exercises that can be used to nurture your strengths and develop any areas that are lacking.

Result Details

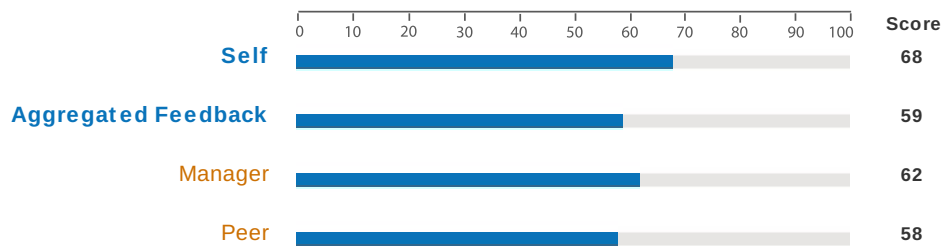
Each trait/skill assessed in TEAM 360 will be show on a scale from 0 to 100. Your overall performance rating will appear first, followed by a breakdown of each competency. The competencies are divided into four overarching factors:

- Conscientiousness
- Social Skills
- Poise
- Cohesiveness
- Problem-solving Skills

Review your results carefully, and keep in mind that the lower the score, the greater the need for improvement.

OVERALL PERFORMANCE RATING

Overall assessment of your performance on the team.



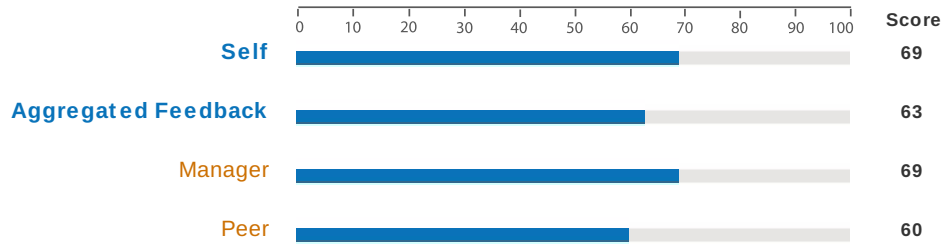
Overall, your performance as a member of the team based on the feedback of your raters indicates a need for improvement in several areas. The good news is that you are now on a good platform to build a stronger foundation in which to revise your teamwork approach. Below you will find your self-assessment ratings and those of your raters for each of the traits and skills evaluated in the feedback assessment. We recommend that you go through each rating carefully and objectively.

As you are reading through your report, it might be a good idea to take notes – questions you would like to ask your raters, suggestions on how to improve in certain areas, or new performance goals you would like to set. You can use the advice section at the end of the report as a springboard for mapping out your growth and development process.

Please remember that receiving feedback from your raters, both positive and negative feedback, is an essential aspect of your professional growth. The goal of a 360 feedback program is to help you reach your full potential. You are not changing who you are but rather, are becoming a better version of you.

CONSCIENTIOUSNESS

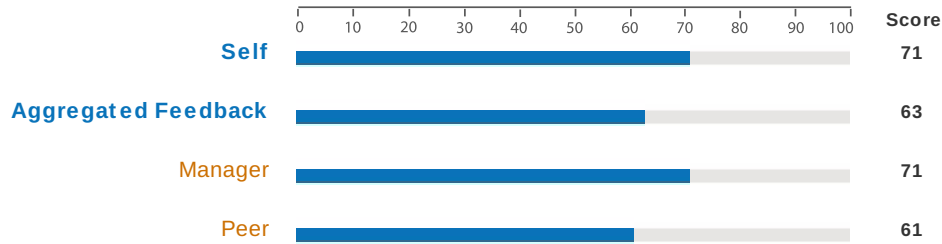
Assesses factors related to productivity, both in terms of quantity and quality.



Your work approach, while satisfactory, needs to be perfected. You are a reasonably conscientious and productive team member, but there are certain aspects of the way you work that need improvement. Review your results below for more details.

Accountability

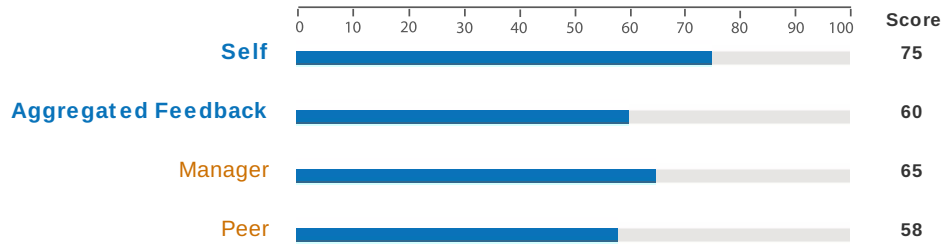
Willingness to take responsibility for work and conduct.



Under most circumstances, you are willing to be accountable for your performance and take the steps necessary to make amends or improvements when required. For the most part, you feel that you should be accountable for your actions, and understand that the quality and quantity of your output is your responsibility. There is however, room to improve.

Time Management

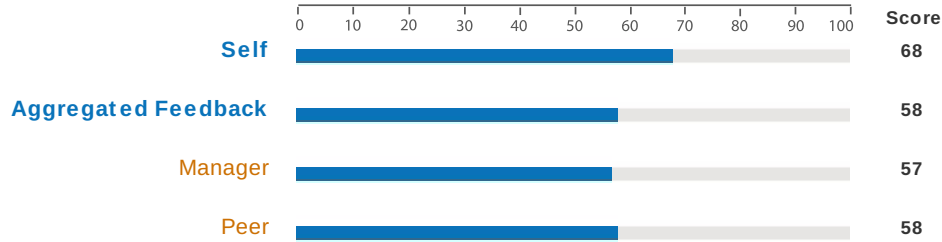
Ability to use time effectively and efficiently.



On most occasions, you are able to manage your time well and get tasks and duties done promptly, but your time management skills can still be improved further. With the amount of tasks that you need to tackle individually and as a team, time management skills are essential or you risk causing delays, missed deadlines, lower productivity, and disorganization. Adopting the right time management strategies can help.

Diligence

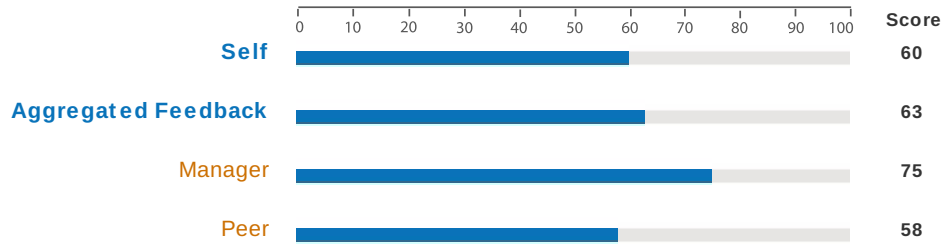
Ability to complete tasks carefully and effectively.



You may very well understand the importance of completing tasks carefully, but you don't always do so. Your diligence is inconsistent at best, and could be a hindrance for the team if you miss errors or do a task incorrectly. You may not be intentionally negligent, but you also don't put in a persistent effort to make sure that your work is done correctly.

Motivation

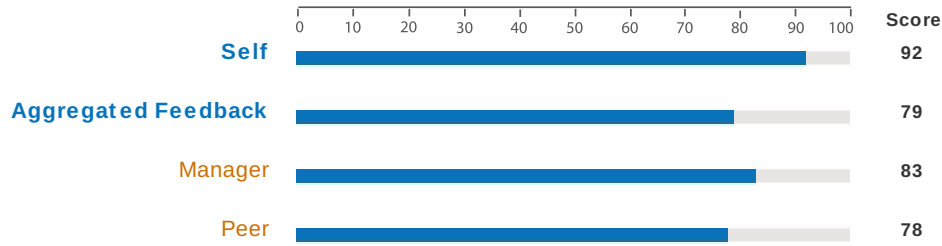
Desire and willingness to succeed.



While your motivation to work hard and follow through on tasks will wane from time to time, on most occasions you are able to find the inner incentive to propel you into action, rather than rely on deadlines or other teammates to push you forward. The team can usually rely on you to get the job done.

Progress-tracking

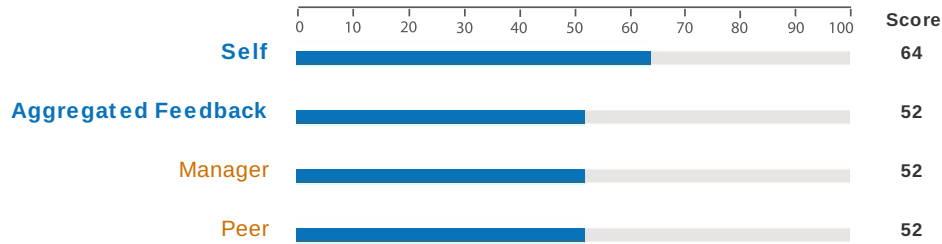
Tendency to keep teammates up-to-date.



For the most part, you maintain communication with your teammates as it relates your progress on projects. You have slipped-up a few times in the past, however. You need to make sure to keep the group up to speed on a more regular basis.

SOCIAL SKILLS

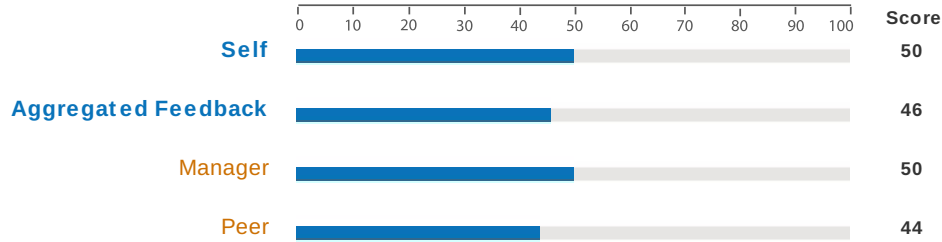
Ability to interact well with others.



Your social skills are not quite at the level of competency that is needed to function harmoniously in a group. This may have already caused difficulties in your interactions with others. You have some basic skill, which is a good foundation to build on, but you need to develop this area much further. Review your results below for more details.

Communication Skills

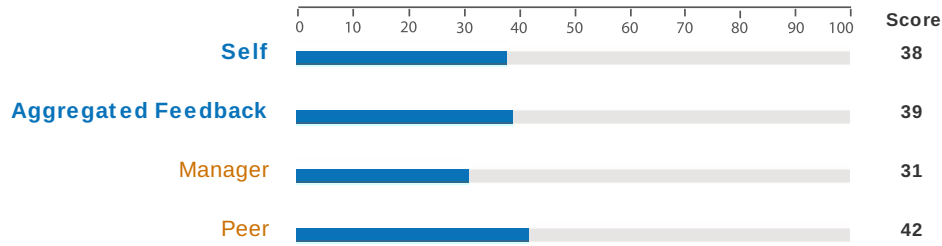
Ability to communicate clearly and productively.



Your communications are not at the level of competency that they need to be. Essentially, you are not effectively getting your point across to others. This makes misunderstandings inevitable. Communication is the basis of teamwork, and your skills are not at their best at this point.

Listening Skills

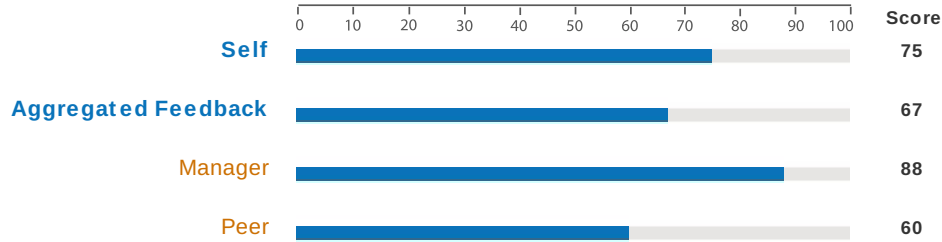
Ability and willingness to patiently listen to others.



Your listening skills need a lot of work. You are not an active listener, and seem to lack the patience needed to truly hear what others have to say. This not only impacts your rapport with the rest of the team, but you also risk missing out on important information by not paying close attention.

Assertiveness

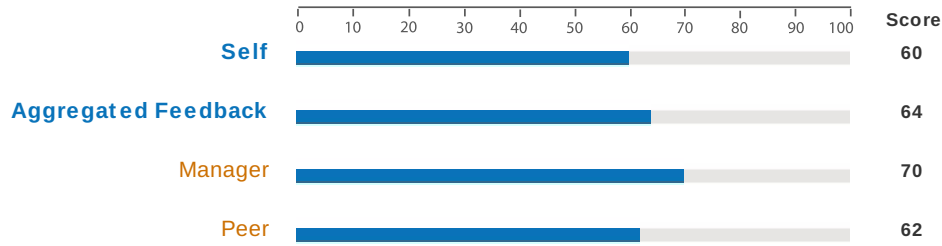
Ability to speak up for oneself and communicate with confidence.



You are generally quite assertive, although you seem to hold back sometimes, or at least give others the impression that you are being somewhat inhibited. This isn't necessarily a problem, but it would be a good idea to show others more definitively that you are comfortable being in the group and can speak up when necessary – without coming off as too overbearing.

Conflict Resolution Skills

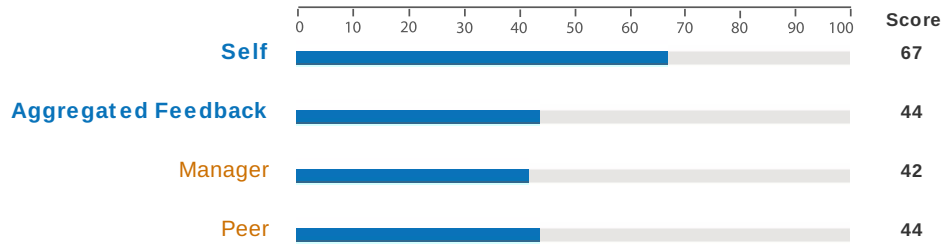
Ability to resolve conflict effectively and in a professional manner.



Dealing with conflict isn't the ideal situation for you (as would be the case for most people), although you try to resolve disagreements in a professional manner. It can be a struggle occasionally to remain objective, but you have the basic skills needed to handle these situations.

Diplomacy

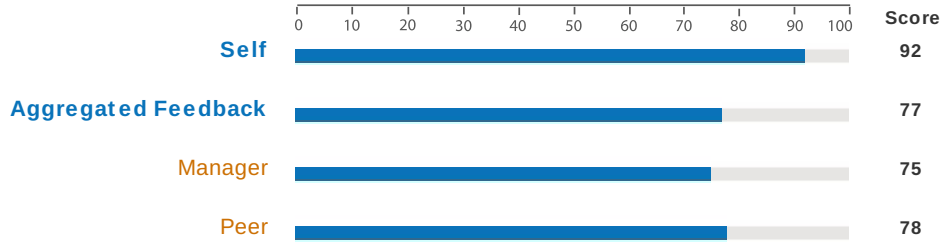
Ability to converse and treat others with tact and respect.



There are times when you come across as tactless, which can make people in your group feel slighted. The way you express your thoughts and present yourself is not as diplomatic as it could be. You need to pay more attention to how you convey your ideas to others.

Mentorship/Leadership Potential

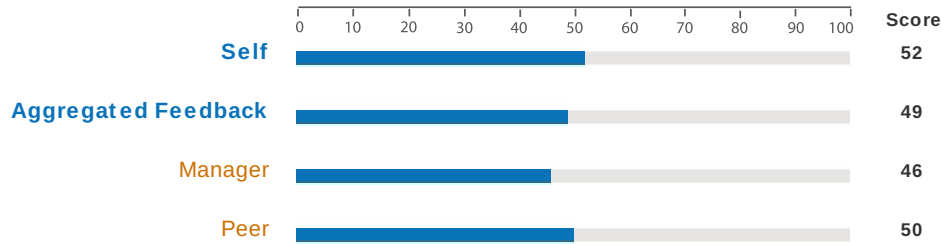
Ability to lead others on the team.



You have the potential to be a good leader and mentor on the team if you put the effort into strengthening the necessary skills. Your raters indicate that you have the makings of a budding leader.

POISE

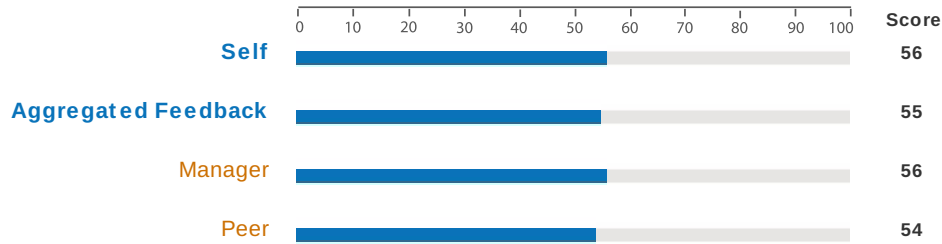
Ability to maintain composure, especially in difficult situations.



Your ability to remain poised in difficult situations is limited. More often than not, it is a struggle for you to stay composed and objective, which could make the circumstances all-the-more of a challenge to deal with. Review your results below for factors that you will need to work on.

Adaptability

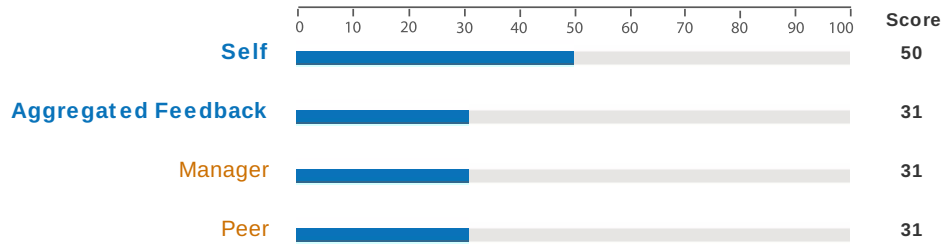
Ability to adjust and be resourceful in the face of change and the unexpected.



Sometimes, change or unexpected circumstances will throw you off. You try to adapt as best you can, but are not always successful. You do not like dealing with situations that are ambiguous, unpredictable, and unfamiliar – they take you out of your comfort zone. You have the potential to build the resources you need to adapt quickly to various situations, but it will take time for you.

Openness to Feedback/Criticism

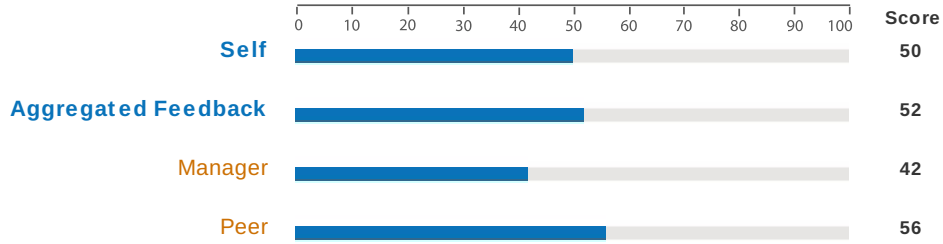
Comfort with, and openness to, negative feedback from others.



Receiving negative criticism is not easy for you. You have difficulty stepping back and seeing it for what it is – a desire to help and guide you. You seem to take negative feedback as an affront to your skills, and this can make it difficult for others to interact with you openly. You need to work on being objective and seeing the lesson behind the criticism.

Stress Management

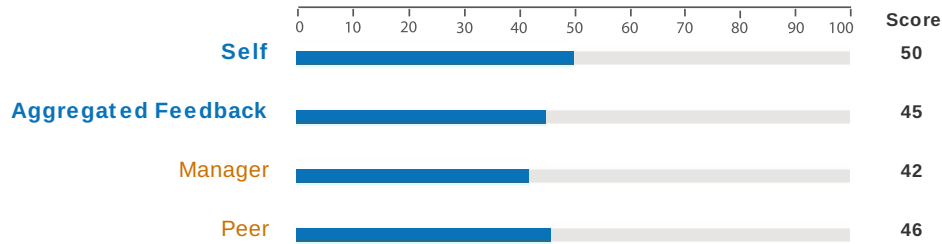
Ability to deal with pressure, demands, and other stress-inducing situations.



You may be able to deal with some stress, but it is not your ideal environment. You are more likely to struggle in high-pressure situations and will take to time to bounce back and get back on track. This can make it hard for others on the team to rely on you in difficult situations.

Emotional Management

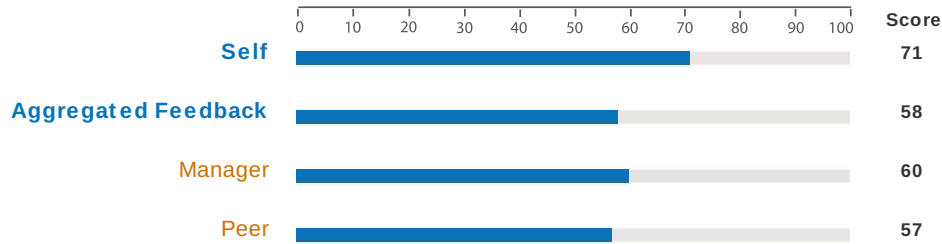
Ability to regulate emotions effectively.



There are some frustrations that you can tolerate to a certain degree, and others that really push your emotional control to its limits. You don't always show self-restraint, which can sometimes result in annoyance, stress, and perhaps even some discourtesy. While it can be difficult not to lose your patience with people you work with, it is essential that you maintain your professionalism at all times.

COHESIVENESS

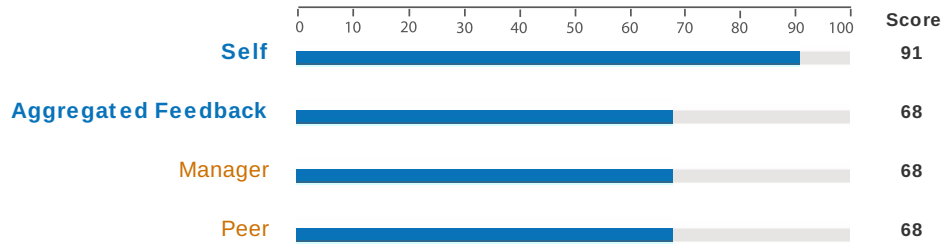
Assesses the effectiveness and congeniality of the current team structure.



As things stand, there are some aspects of how you perform on the team that need to be modified. You have not fully assimilated with the group dynamics; essentially, you don't entirely fit in with how the team is run. Your cohesiveness with the team can be improved. Review your results below for more information on areas that need your attention.

Collaborativeness

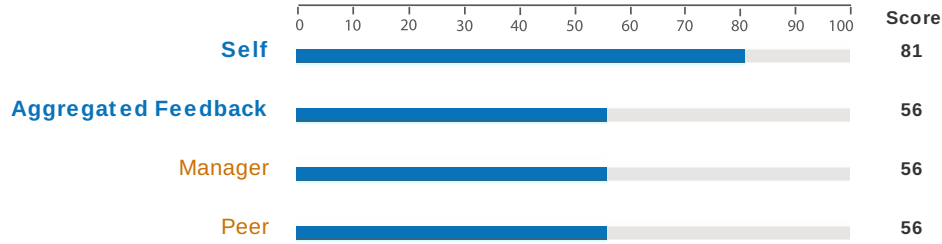
Ability to get along and work well with others.



You understand the importance of being a collaborative team member, and for the most part, you strive to be as accommodating and helpful to others as you can. You may need to nurture this attitude more, but your willingness to support and be an active participant on the team is recognized

Goal Alignment

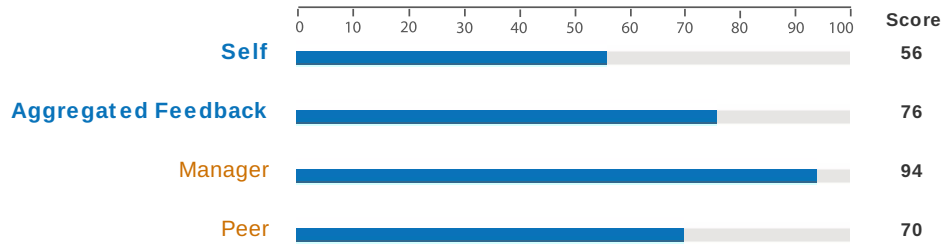
Understanding of team goals and willingness to work with others to achieve them.



You are not entirely on the same page as the rest of the team in terms of how the group functions – essentially, there are aspects of how things are done as a group that you do not see eye-to-eye on. This will need to be discussed and settled so that everyone can move forward with the same objectives in mind.

Role Clarity

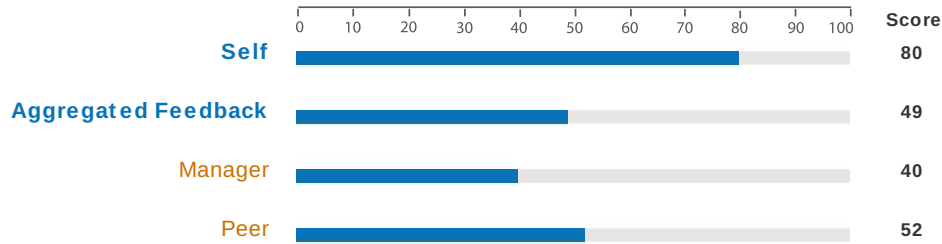
Understanding of one's role and the role of others on the team.



You generally understand the function of each person on the team, but it would be a good idea to reconfirm with other members of the group, as there still may be some duties and boundaries that need to be clarified. Overall, there doesn't seem to be any major issues with role clarity on the team.

Team Mentality

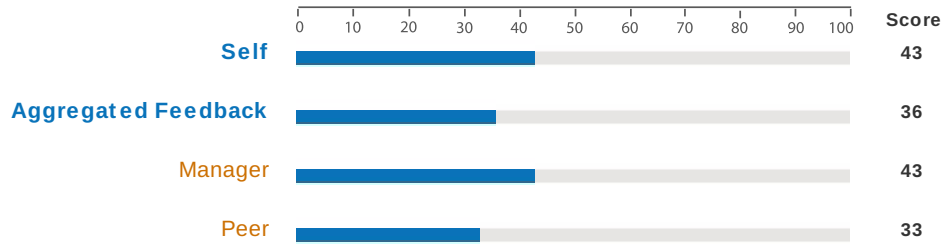
Willingness to work for the greater good of the team.



There is some concern that you are not always acting like a team player, and may be more focused on working as an individual rather than as part of a team. Granted, it's important for each team member to have his or her own individual identity, but everyone needs to work for the benefit of the team. This is an area that you will need to pay more attention to.

Perception of Compatibility

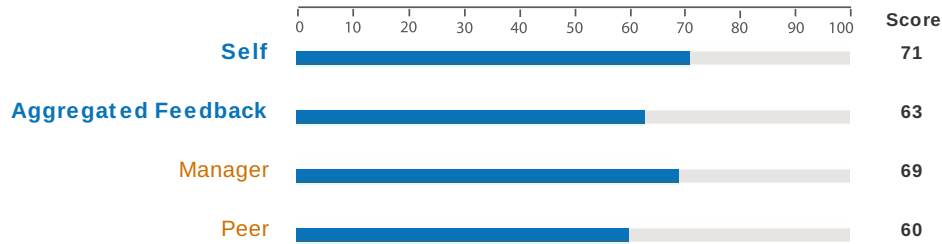
Sense of camaraderie among team members.



As per the view of your teammates, you are not very compatible with the team, at least at this point in time. Either you have made this disparity known to others, or you have taken actions that have made others question whether you want to be a part of the team (or both). Whatever the case, it is important that this issue be taken care of as soon as possible.

PROBLEM-SOLVING SKILLS

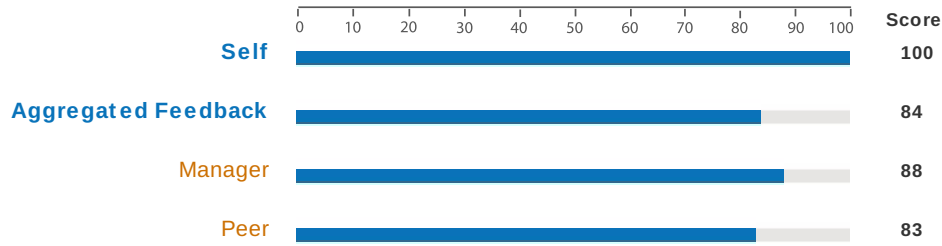
Assesses whether current problem-solving approach is conducive to effective resolution.



Problem-solving can become one of your strengths if you work to develop your skills further. There are some aspects of your approach to problem-solving that need to be modified and improved. Overall, you are a reasonably effective problem-solver, but need to create a more solid and structured “plan of attack.” Review your results below for more information.

Research Skills

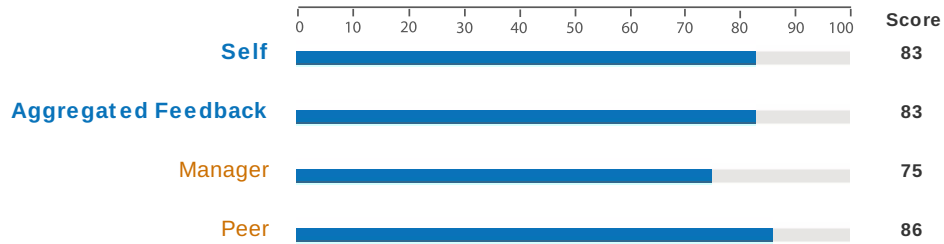
Ability to be resourceful and find useful information to aid in the problem-solving process.



You seem to understand the importance of conducting research in order to solve problems effectively, and use this resource to your advantage. Even if a solution doesn't prove successful, you are not a haphazard problem-solver – you make sure to obtain as much information as you can before moving forward.

Brainstorming Skills

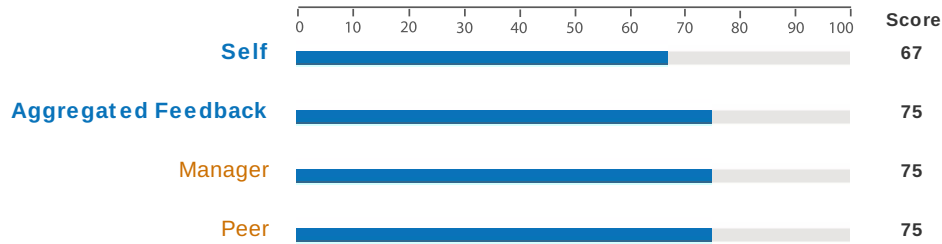
Effective use of brainstorming to generate ideas/solutions.



You are an avid user of brainstorming as a problem-solving resource, and understand the benefits of discussing and debating ideas. This not only benefits the quality of solutions that can be generated but also the quantity.

Open-mindedness

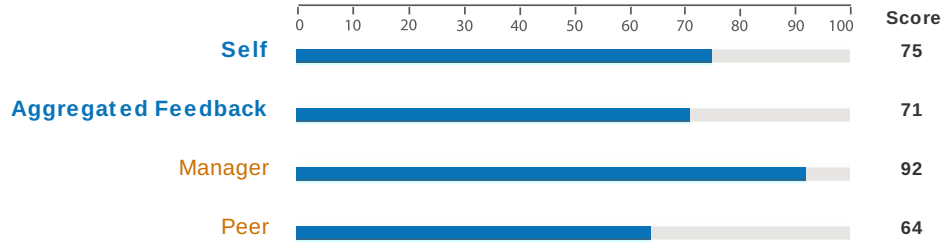
Openness to different ways of thinking; a flexible mindset.



The wider your scope, the greater the possibility of generating effective solutions to problems. You are fairly open-minded but, for whatever reason, may limit your vision sometimes. Don't hesitate to be open to various possibilities, as there are many different ways to view a problem just as there are different ways to solve it.

Originality

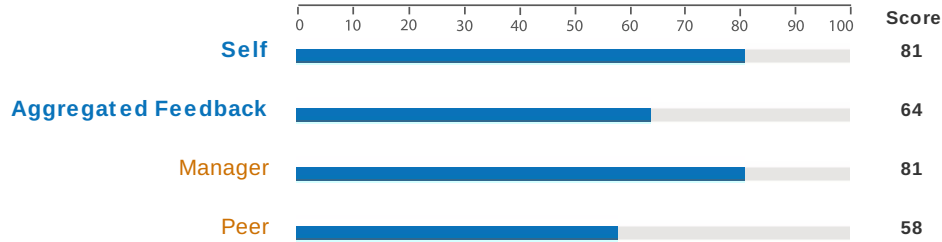
Ability to generate creative ideas and solutions.



You have strong creative potential. You do not confine yourself to solutions that are practical and logical, and are usually able to tap into your creative side. It would be to your advantage to nurture your creativity more, as it adds a great deal of value to the problem-solving process.

Critical Thinking Skills

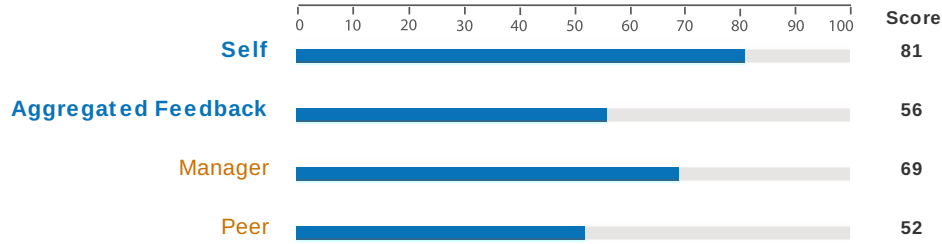
Ability to reason out problems and analyze alternative solutions.



Problem-solving requires the ability to break down an issue, interpret and understand relevant research and information, and analyze the viability of each possible solution. You have the ability to thinking critically about a problem and its possible solutions, but need to practice this skill more. You have a good skill basis to work from – you just need to develop it further.

Decision-making/Judgment

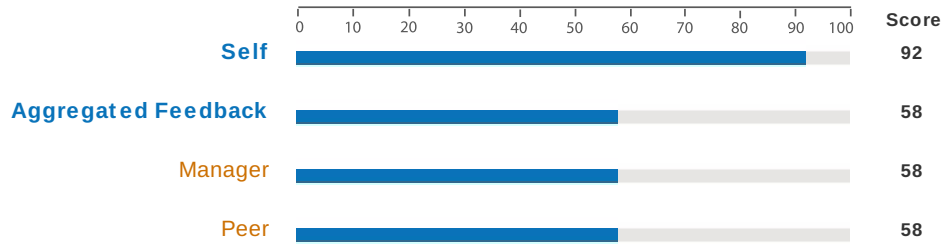
Ability to use sound judgment and make smart, well-informed decisions.



There is some concern about the manner in which you approach and make decisions – you don't seem to be using your best judgment. You will need to evaluate your decision-making process and determine whether there are resources that you can use to help you choose the best solution.

Planning

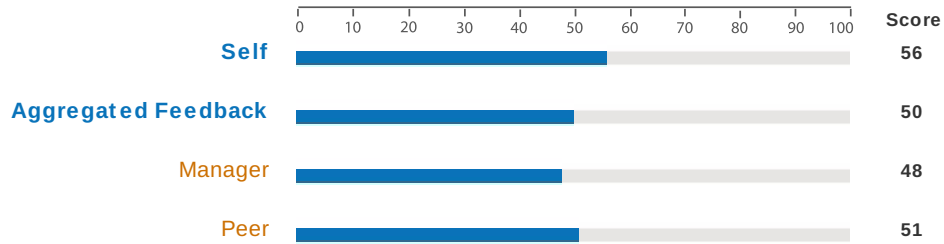
Tendency to carefully plan ahead before taking action.



You are generally not one to plan ahead when implementing a solution. Without a clear strategy you risk confusion and loss of valuable time, and may find yourself faced with obstacles you did not anticipate ahead of time. You need to make it more of a habit to carefully plan out how a solution will be put into action.

Implementation

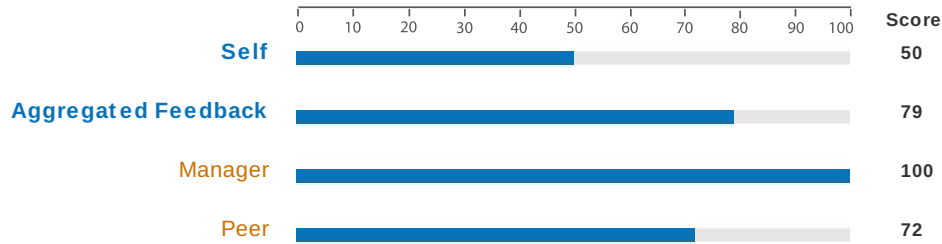
Ability to follow through on assigned tasks and responsibilities in the problem-solving process.



You may get a solution implemented, but it may not necessarily be to the best of your ability. This can give others the impression that you are either ill-equipped to handle the responsibility of implementation, or are not always willing to put in the necessary effort and consideration to follow through. This is an area that you need to work on changing.

Evaluation of Progress

Willingness and ability to evaluate the progress of an implemented solution.



Evaluating the progress of a solution is an important part of the problem-solving process. You seem to understand this, and for the most part, are able to do this successfully – the only concern is that you may need to do this on a more consistent basis, or perhaps with a little more vigilance. Overall, however, the evaluation of the progress of a solution is generally one of your priorities.

List of Raters

For your references, the following is the list of your raters for this 360 assessment.

- deborah@myemail.com
- debm@myemail.com
- kathy@myemail.com
- kathypal@myemail.com

Advice and Tips

[Tips shown here]

[Link to full advice provided here]

Additional Materials

For further references that can enhance your individual and team performance, feel free to review the materials suggested below.

Books:

Title: Building Smart Teams - A Roadmap To High Performance

Author: Carol A. Beatty & Brenda A. Barker Scott

Publication year: 2004

Publisher: Sage Publications Inc.

URL: http://www.amazon.com/Building-Smart-Teams-Roadmap-Performance/dp/0761929568/ref=sr_1_1?s=books&ie=UTF8&qid=1365527176&sr=1-1&keywords=building+smart+teams+beatty

Title: Stop Workplace Drama: Train Your Team to have No Complaints, No Excuses, and No Regrets

Author: Marlene Chism

Publication year: 2011

Publisher: Wiley

URL: http://www.amazon.com/Stop-Workplace-Drama-Complaints-Excuses/dp/0470885734/ref=sr_1_7?s=books&ie=UTF8&qid=1365527505&sr=1-7

Title: Discussing the Undiscussable: A Guide to Overcoming Defensive Routines in the Workplace

Author: William R. Noonan

Publication year: 2007

Publisher: Jossey-Bass

URL: http://www.amazon.com/Discussing-Undiscussable-Overcoming-Defensive-Workplace/dp/0787986321/ref=sr_1_153?s=books&ie=UTF8&qid=1365529848&sr=1-153

Title: Strategic Project Management Made Simple: Practical Tools for Leaders and Teams

Author: Terry Schmidt

Publication year: 2009

Publisher: Wiley

URL: http://www.amazon.com/Strategic-Project-Management-Made-Simple/dp/0470411589/ref=sr_1_17?s=books&ie=UTF8&qid=1365530885&sr=1-17