

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: _____

ADDITIONAL INFORMATION:

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