

Team Assessment Exercise

 $\ensuremath{\mathbb{C}}$ 2011 Rod Hess

1. FORCE FIELD ASSESSMENT

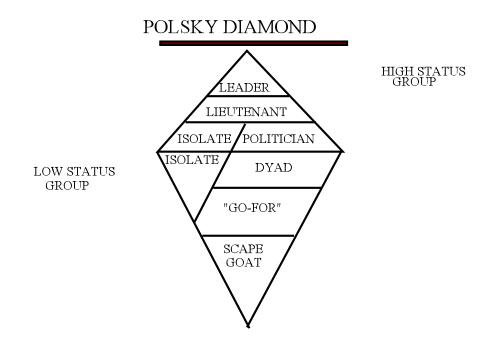
Define the behavioral criteria for your assessment, then place the names of the individuals on your team in the appropriate column according to the behavior being modeled.

Team Member Criteria:

STRENGTH	ON-THE-LINE	DEVELOPMENTAL	ON-THE-LINE	"OPPORTUNITY"
	1			
	1			-
			1	
	I	1	I	

2. THE POLSKY DIAMOND

Review the Polsky Diamond role definitions. Assess the behavior of your individual team members according to the definitions, and place their names near the appropriate roles on the model below. When you have completed this, place an asterisk (*) next to the name of the STRENGTH LEADER and "OPPORTUNITY" LEADER on the Force Field Assessment sheet. This will enable you to focus on the key individuals on your team who will be instrumental in helping you to change/modify/reinforce the normative culture on your team.



Diamond Comments/Observations/Strategies:

3. *LEADERSHIP DEVELOPMENT STRATEGIES*

List the strengths and developmental areas of your STRENGTH and "OPPORTUNITY" leaders. When completed, define possible strategies for helping them to become better.

NAME: _____

Strengths/Developmental Areas:

Strategy for Growth:

NAME: _____

Strengths/Developmental Areas:

Strategy for Growth:

NAME:

Strengths/Developmental Areas:

Strategy for Growth:

NAME:_____

Strengths/Developmental Areas:

Strategy for Growth:

MEETING MINUTES FORMAT

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Facilitator:	Date: Recorder:
ATTENDEES	List the names of all individuals present at the meeting. You can also list the names of those who arrive late in a separate category.
Present:	John Doe, Rocky Cliff, A. Train, Pete Moss, Wanda Dance, Mrs. Sippi, etc.
Late:	Juan Tyme
INFORMATI	ON SHARING/COMMITMENTS/AGENDA ITEMS:
	Each participant should take a turn sharing relevant information that he feels the group needs to know regarding his particular area. Limit each item to a 30-45 second time period. If more time is needed, suggest making it an agenda item. The status of commitments made at the previous meeting should also be reported on, as well as, agenda items that need to be discussed in detail.
- Staff	r employee, O Know, started yesterday . Training session was successful; received good feedback from my people. commitments to report on from last week.
 Cliff: - I would like my meeting with Pete Moss to be an agenda item. (No further disc this is necessary. It will be discussed as part of the formal agenda). - New systems project starts today. If problems encountered, contact Kno Bod 	
Agenda:	(1) List all of the items that were suggested as agenda items. (2) Prioritize each according to the level of importance, ie: A1, A2, A3, (3) Use the problem solving process to resolve each item. (4) The Recorder should summarize the discussion/results surrounding each item for the formal record.
(1)	Expense Accounts Pete Moss Meeting Vacation Schedule Staff Vacancies
(2)	 A2 - Expense Accounts A3 - Pete Moss Meeting A4 - Vacation Schedules

- A1 Staff Vacancies
- (3) **Problem Solving Process** on A1 Staff Vacancies

(4) **Summary of Discussion** on A1 - Staff Vacancies

Staff Vacancies: Five openings for Processors. HR (Joe) to set up Group Interviews by next Tuesday. Projected date for the interviews in June 12. Need list of observers to HR by June10th.

Expense Accounts: Accounting not getting proper receipts. Mary distributed <u>Expense Recording</u> <u>Sheet</u> to all managers. New system effective immediately.

Pete Moss Meeting: Etc.

<u>COMMITMENTS:</u> With 10-15 minutes left in the meeting, the Facilitator should redirect the focus of the meeting to the commitment phase. Each participant should take his turn in restating the commitments he made during the meeting which will be completed by the next meeting.

Moss: - Meet with Rocky by the 30^{th} .

- Share this meetings' information with my team by the 5th.
- Be available to interview prospective candidates at the group interview.
- Dance:- Interview candidates at the group interview.
 - Share new Expense Recording System/sheet with my team by Tuesday.
- <u>WRAP UP:</u> The Facilitator can begin the wrap up comments when the last commitments have been made. The Resource Person, if in attendance, should make the concluding comments regarding the meeting, etc.

RECOMMENDED MEETING TIME MANAGEMENT: *

Information Sharing/Commitments/Agenda Items	10 - 12 Minutes
Problem Solving Process	60 - 90 Minutes
Commitments	10 - 15 Minutes
Wrap Up	2 Minutes
ESTIMATED TOTAL TIME	90 - 120 Minutes

* Use your discretion in budgeting time.

PROBLEM SOLVING FORM

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Identify the Problem: (SYMPTOM)				
Collect Data: (Identify the SPECIFIC	\underline{C} indicators of this problem.)			
a	d			
b	e			
c	f			
Identify the REAL PROBLEM . (T	dentify the REAL PROBLEM . (The NORM behind the symptom.)			
Around here, most people are expec	ted to:			
Brainstorm Alternatives: (List ideas for	or solving the problem.)			
a	d			
b	e			
c	f			
Choose the BEST ALTERNATIV	Е:			
* Best Alternative is:				
Develop a <u>SPECIFIC</u> Plan of Action * Incorporate The STRATEGIES I * <u>LIST</u> Individual Commitments: By	FOR CHANGE			

<u></u>		
<u> </u>		
<u></u>		
<u></u>		
Evaluation	Strategy: (BE SPECIFIC How Will You Determine if the Above Plan is Successful?)	

7.

MEETING MINUTES FORMAT

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NAME OF MEETING HERE

Facilitator:	Date:	Recorder:
PRESENT:		

LATE:

INFORMATION SHARING/COMMITMENTS/AGENDA ITEMS:

Name: - Summary of each item.

- etc.

AGENDA ITEMS:

AGENDA ITEM SUMMARY:

A1:

A2:

A3:

COMMITMENTS:

CREEPINTERVIEW OBSERVATION FORM

Observer:		Facilitator:
Participants:	Date:	
1		2
3		4
5		6
7		8
9		10
cir wh Ma	ace the number in the cle that corresponds to sere each candidate sits. ark "X" in the circle sere the Facilitatar sits.	

/Observer

OBSERVATIONS:

CANDIDATE SELECTION:

First Choice/Why?

Second Choice/Why?

Third Choice/Why?

Comments:

Observer Signature:

1-1 MEETING DOCUMENTATION

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Employee:

Date:_____

Supervisor:

INFORMATION SHARING/COMMITMENTS/AGENDA ITEMS:

AGENDA ITEMS:

AGENDA ITEM SUMMARY:

A1:

A2:

A3:

COMMITMENTS:

EMPLOYEE COMMENTS:

EMPLOYEE SIGNATURE: _____ DATE: _____

SUPERVISOR COMMENTS:

TACLES TO OPPORTUNITIES I 'gotta do today! © 2003 Rod Hess	
Things I 'gotta do today!	Priority Rating

From OBSTACLES To OPPORTUNITIES

Things I 'gotta do today!

© 2003 Rod Hess



Date: _____

Things I 'gotta do today!	Priority Rating

The **DECISION** PLANNER

© 1989 Rod Hess

Date:_____

Specific question to be answered:

	REASONS FOR	INFLUENCE INDICATORS		REASONS AGAINST
		VALUE	VALUE	-
	"SIXTH SENSE"			"SIXTH SENSE"
0				
0				
€				
4				
6				
6				
1				
8				
9				
0				
Ť				
	TOTAL SCORE			

INFLUENCE INDICATOR GRID

The DECISION PLANNER

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Date:

Specific question to be answered: Now that I have made my decision, what must I do to make it happen?

	PRIORITY ISSUES	SPECIFIC PLAN OF ACTION
A1		
A2		
A3		

Normative Leadership

PERFORMANCE ASSESSMENT SYSTEM



Employee Assessment Form

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Employee:	Employment Date:
Position:	Supervisor:
	Length of Time
Department:	as Employee's Supervisor:

1: JOB DESCRIPTION REVIEW

Mutually review all of the standards in the Job Description and place the final decision in the appropriate area.

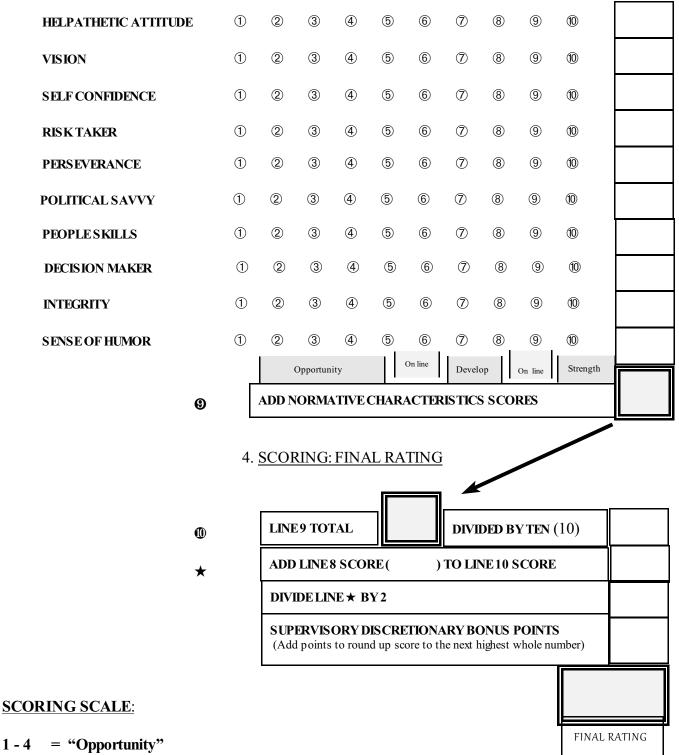
PRIORITY STANDARDS EXCEEDED		
PRIORITY STANDARDS ACHIEVED		
STANDARDS ACHIEVED		
STANDARDS DID NOT MEET		

2. JOB DESCRIPTION SCORING

0	STANDARDS ACHIEVED		6 points	6
0	STANDARDS EXCEEDED	(One point for <u>all st</u>	andards exceeded)	+
8			SUB TOTAL	
0	STANDARDS DID NOT MEET	(-1 Point for each sta	undard)	-
6	PRIORITY STANDARDS DID NOT MEET	G (Additional -1 point	for each standard)	-
6			SUB TOTAL	
0	PRIORITY STANDARD	S EXCEEDED (1 Poir	nt per each)	+
8	Т	OTAL JOB DESCRI	PTION SCORE	

3. NORMATIVE EMPLOYEE CHARACTERISTICS

Review all of the Normative Employee Characteristics with your employee and circle the number that corresponds to the agreed upon assessment of each characteristic. Place the number in the box. Draw a line to connect the numbers circled to form a graph. Add the numbers in each of the boxes for the score.



5 = On line

6-7 = Development

$$8 = On line$$

9 - 10 = Strength

5. EMPLOYEE DEVELOPMENTAL ACTION PLAN

Discuss areas of employee growth and development. Mutually define a plan of action to achieve these developmental goals. Be specific and incorporate MEASURABLE standards of performance.

DEVE	LOPMENTAL PRIORITIES	SPECIFIC PLAN OF ACTION
A1		
A2		
A ₃		

EMPLOYEE COMMENTS:

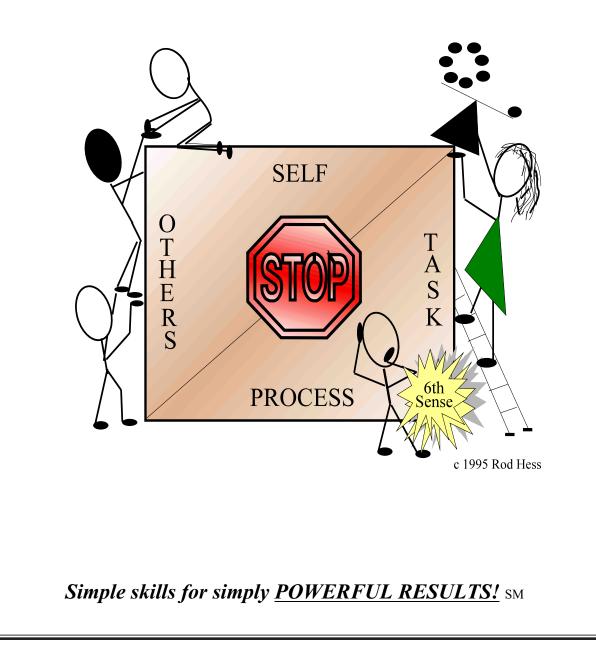
SUPERVISOR COMMENTS:

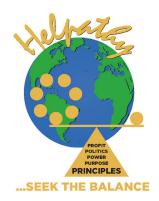
Date of Employee Assessment:	Employee Signature:	
Supervisor Signature:		
Second Level Supervision Signature:		Date:

LEADERSHIP BEHAVIOR INVENTORY

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Seeking The Balance Between Self, Task, Others & Process





Leadership Behavior Inventory © 1995/2017 Rod Hess

HELPATHY:

A spirit that exists within a group embodying trust, understanding, mutual respect and cooperation to encourage the individual and collective development and use of human potential.

Leaders throughout history have used the same skills in leading their groups to attain a specific purpose. The main factor that differentiates the leader who is a builder of mankind from the leader who is a destroyer of mankind, is nothing more than attitude. Helpathy is an attitude that guides The Normative Leaders^M in the use of the simple, but powerful, normative skills.

The philosophy of Helpathy challenges The Normative LeaderSM to seek a sense of balance between the needs of the individual and those of the group by using "20/20 hindsight" in the present. This is accomplished by examining the four areas that are crucial to developing and maintaining a more balanced leadership style. These areas are: Self, Task, Others, and Process.

This survey will enable you to "**STOP**" and gain more insight into your leadership style, and determine where your style is "out of balance."

There are 20 questions per section, for a total of 80 questions. Please answer all of the questions as honestly as possible.

"Grow for it!"

CHAPTER 3: DEFINING THE PARAMETERS

- SELF -

Behavioral Situation	Model 80-100% Of The Time	Model 65-79% Of The Time	Model 50-64% Of The Time	Mo del Less Than 50% Of The Time
 Self awareness is important to me and I welcome feedback from others. 	3	2	1	0
 When conflict arises, I examin how my behavior contributed to the situation. 	e 3	2	1	0
3. I "practice what I preach."	3	2	1	0
4. I seek "win-win" solutions to conflict.	3	2	1	0
 I react patiently when others ask questions I feel they should already know the answers to. 	d 3	2	1	0
 I use a sense of humor to kee myself & situations in perspective. 	р З	2	1	0
 I take risks and make decisions after carefully weighing the factors. 	3	2	1	0
8. I ask questions when I don't understand something.	3	2	1	0
9. I set my standards of excellent higher than those around me.	ce 3	2	1	0
10. I am open to exploring new ideas to increase my knowledg	e. 3	2	1	0

Behavioral Situation	Model 80-100% Of The Ti		Model 50-64% Of The Time	Model Less Than 50% Of The Time
11. I don't get easily discouraged when obstacles surface.	3	2	1	0
12. I refuse to compromise my values to make money or "get ahead."	3	2	1	0
13. I won't look for "the easy way out" of things.	3	2	1	0
14. I exhibit a "can do" attitude in all that I undertake.	3	2	1	0
 When I reach my frustration li I take a break to re-energize myself. 	imit, 3	2	1	0
16. I am truthful regardless of the consequences.	3	2	1	0
17. I use the words "please" and "thank you."	3	2	1	0
18. I do not play dirty politics to get ahead.	3	2	1	0
19. I strive to become better than <u>myself</u> .	3	2	1	0
20. I remind myself that no matte how powerful or rich I become, God-like principles always guide my behavior.		2	1	0
		TOTAL SCORE:_	(S	ELF)

CHAPTER 3: DEFINING THE PARAMETERS

- TASK -

Behavioral Situation	Model 80-100% Of The Time	Model 65-79% Of The Time	Model 50-64% Of The Time	Mo del Less Than 50% Of The Time
21. I set goals and evaluate my progress.	3	2	1	0
22. I do beyond what is expected.	3	2	1	0
23. I meet my deadlines.	3	2	1	0
24. I anticipate and plan for what could go wrong.	3	2	1	0
25. I do something daily to work toward achieving my goals.	3	2	1	0
26. I question others when they fail to meet their commitments.	3	2	1	0
27. I am not content with maintaining the status quo in the group.	3	2	1	0
28. I weigh all of the facts before I jump to conclusions.	3	2	1	0
29. I am "proactive" rather than "reactive."	3	2	1	0
30. I involve others in the plannin process.	ig 3	2	1	0
31. I delegate responsibility ac- cording to one's level of competence.	3	2	1	0

Behavioral Situation	Model 80-100% Of The Time	Model 65-79% Of The Time	Model 50-64% Of The Time	Mo del Less Than 50% Of The Time
32. I seek innovative solutions to problems.	3	2	1	0
 I seek long term solutions rather than short term solutions to problems. 	3	2	1	0
34. I take quick action to resolve issues & avoid procrastination.	3	2	1	0
35. I prioritize issues to make mo effective use of my time.	re 3	2	1	0
36. I won't "look the other way" to avoid responsibility.	3	2	1	0
37. I take on extra responsibilities without complaining.	s 3	2	1	0
38. I insist on measurable standar of performance when making commitments to deadlines.	irds 3	2	1	0
39. I won't misrepresent the facts to correspond to the limits of my expertise.	3	2	1	0
40. I never give up.	3	2	1	0

TOTAL SCORE: _____ (TASK)

CHAPTER 3: DEFINING THE PARAMETERS

- OTHERS -

Behavioral Situation	Model 80-100% Of The Time	Model 65-79% Of The Time	Model 50-64% Of The Time	Model Less Than 50% Of The Time
41. I keep my emotions under control when reacting to another's behavior.	3	2	1	0
42. I seek to stay within the behavioral limits of the group when meeting my individual needs.	3	2	1	0
43. I use my skills to help motivat others to reach their potential.	te 3	2	1	0
44. I try not to judge others too quickly.	3	2	1	0
45. I accept an individual's right to be him/herself.	3	2	1	0
46. I seek to understand another point of view even if it is contra- to my own.		2	1	0
47. Others can trust me to honor my word.	3	2	1	0
48. I go out of my way to help others.	3	2	1	0
49. I don't expect my followers to demonstrate blind allegiance to me.	3	2	1	0

Behavioral Situation	Model 80-100% Of The Ti		Model 50-64% Of The Time	Model Less Than 50% Of The Time
50. I do not seek revenge on those who have harmed me.	3	2	1	0
51. I do not ask others to do things I would not do myself.	3	2	1	0
52. I sacrifice my needs when it i in the best interest of the group		2	1	0
53. I do not talk negatively about others behind their backs, rathe I resolve issues face to face.		2	1	0
54. I base my relationships with others on the basis of <u>who</u> they are and not on what they can d for me.		2	1	0
55. I don't "talk down" to others.	3	2	1	0
56. I treat <u>all people</u> the same regardless of their social status	s. 3	2	1	0
57. I treat others the way I would want to be treated.	3	2	1	0
58. I don't use sarcasm as a way to "keep people in their place."	3	2	1	0
59. I help others without wanting anything in return.	3	2	1	0
60. I don't feel threatened by those who challenge my leadership in some way.		2	1	0
		TOTAL SCORE:	(OTHERS)

CHAPTER 3: DEFINING THE PARAMETERS

- PROCESS -

Behavioral Situation	Model 80-100% Of The Time	Model 65-79% Of The Time	Model 50-64% Of The Time	Mo del Less Than 50% Of The Time
61. I look for ways to prevent problems by "reading" the dy- namics of the situation/group.	3	2	1	0
62. I try to distinguish the sympto matic behavior from the real problem when discussing an issue.	3	2	1	0
63. In confronting unacceptable behavior, I focus on the behav and not the individual.	ior 3	2	1	0
64. I take ownership over my acti and avoid "cover ups" or blamin others when problems arise.		2	1	0
65. My complaints about problem are accompanied by solutions.	ıs 3	2	1	0
66. I refrain from using guilt as a technique for getting others to fulfill my requests.	3	2	1	0
67. I question hidden agendas in a helpful manner to expose the real issues that exist.	3	2	1	0
68. I know when to "let go" and allow a group/individual to have more responsibility/autonomy.	9 3	2	1	0

Behavioral Situation	Model 80-100% Of The Time	Model 65-79% Of The Time	Model 50-64% Of The Time	Mo del Less Than 50% Of The Time
69. I try to understand the "why" behind the actions of others.	3	2	1	0
70. I understand my purpose in life and actively pursue it.	3	2	1	0
71. I refrain from deceptively manipulating situations.	3	2	1	0
72. I "read" the dynamics of situa as they unfold to understand & act to "what is really happening	re-	2	1	0
73. I incorporate my intuitive "six sense" in making decisions.	th 3	2	1	0
74. I openly support those individ who constructively challenge negative behaviors.	duals 3	2	1	0
75. I try to leave a place in better condition than I found it.	3	2	1	0
76. I challenge negative norms the threaten the group.	hat 3	2	1	0
77. I work for "evolutionary" char <u>before</u> "revolutionary" change.	•	2	1	0
78. I use "mistakes" as opportun for people to learn.	ities 3	2	1	0
79. When falsely accused, I main my integrity and refuse to employ "dirty tactics" to retaliat against my accusers.		2	1	0

Behavioral Situation	Model 80-100% Of The Time	Model 65-79% Of The Time	Model 50-64% Of The Time	Mo del Less Than 50% Of The Time	
80. I make an effort to reinforce acceptable behavior when noticed.	3	2	1	0	
	тот	TAL SCORE:_	(P)	(PROCESS)	

Scoring Directions:

When you have completed the above questionnaire, return to page 1 (section: SELF) and add the numbers you circled as the answer for each of the 20 questions in the section. Place the total for section "SELF" at the bottom of the page in the "Total Score" blank. Do the same for sections: TASK, OTHERS and PROCESS.

Once completed, place the totals for each section in the appropriate space on the attached "Scoring Grid." Then, plot each score in the appropriate box and **shade in the boxes to reflect the score for each.** The closer your line parallels the "ideal" (score of 60) the more "balanced" you are in modeling the behaviors associated with that particular area of the Helpathetic Attitude.

Caution: Most people have a tendency to see themselves close to the "ideal" (60) after completing the inventory for the first time. When you have finished reading this book and have had some time to utilize the concepts, re-take this test. You should have a more realistic picture of how frequently you model the behaviors in the "Inventory." Then, assess why some situations were modeled less frequently than others, and devise strategies to modify your behavior to become more consistent in these areas.



