

AGENDA FOR THE STATE OF THE TEAM CONVERSATION

1. Identify a Team Performance Goal

- Collaboratively identify the team's most important performance goal.
 - What are the three to four most important performance goals we face today?
 - How would you prioritize these performance goals from most to least important to our team?
 - Which performance goal should we focus on as a team?

2. Analyze Gallup Q12 Survey Results

- Share and discuss the team's engagement results.
 - Do any of the results surprise you?
 - What areas of engagement are strong for our team? What are we doing that makes this a strong result?
 - What areas of engagement are opportunities for our team? What are we not doing that makes this an opportunity?

3. Select the Engagement Item to Focus on and Actions to Take

- Select the most relevant engagement item to focus on, and then brainstorm the actions and owners necessary for improvement.
 - Which engagement item do you think we should focus on to help us reach our performance goal?
 - What actions do we need to take to have an effect on this engagement item?
 - What three to four immediate actions should we focus on first? Who can take ownership of these actions?

4. Review and Recalibrate

- Set a date to evaluate progress on the team's goal and recalibrate if necessary. Regularly lead a five- to 10-minute discussion about two things:
 - Did we complete the actions we said we would?
 - Did completing them make a difference?
 - Recalibrate as necessary.