
Suggestions for Using “Window on the Team”

Objectives:

- Stimulate individual thought and discussion that will lead to usable information to develop the team
- Gain perspective and information about the team

Intended Audience:

- All members of any functional work team, whether in one location or many
- Managers, facilitators, consultants, or HR professionals who can facilitate the activity

Processing the Activity:

- Distribute the worksheet at the session and ask participants to fill out information in all four quadrants. Distribute ahead of time when meeting electronically.
- Pair up to discuss, in person. Set pairs up electronically so conversations predate the meeting.
- Have facilitator get information in top two quadrants from everyone and chart it on an easel and flip chart. Have a conversation about bottom quadrants as well, with people being very vocal about what helps them do better.

Questions for Discussion:

- What does this tell you about this team?
- What kinds of support would help you be a better team member?
- What do the data suggest you (we) need to do to be stronger?

Caveats, Considerations, and Variations:

- In a small group (six or seven people), you can share data from everyone.
- You can change the questions or areas of focus to suit any need you have at a given time.