# THE FIVE BEHAVIORS OF A COHESIVE TEAM<sup>TM</sup>

**Patrick Lencioni** BASED ON THE NEW YORK TIMES BEST-SELLING BOOK The Five Dysfunctions of a Team

#### **Annotated Team Report**

With DecisionTech Leadership Team (8 People) Thursday, November 20, 2014

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### Contents

The pages of the Annotated Team Report are parallel to the participant profile.

#### Introduction

Introduction & Definitions				
The Five Behaviors & Your Team	4			

#### Trust

Definition & Team Survey Results	5
Your Team & Trust	6-7
The Impact of DiSC <sup>®</sup>	8-9
The Everything DiSC® Team Map	10
Building Trust & Discussion	11
Taking Action	12

#### Conflict

Definition & Team Survey Results	13
Your Team & the Impact of Your DiSC Style	14
Conflict with Other DiSC Styles	15
Conflict Team Map	16
Mastering Conflict & Discussion	17
Taking Action	18

The Appendix does not appear in participant profiles.

#### Commitment

Definition & Team Survey Results	19
Your Team & Commitment	20-21
The Impact of DiSC	20-21
Achieving Commitment & Discussion	22
Taking Action	23

#### Accountability

Definition & Team Survey Results	24
Your Team & Accountability	25-28
The Impact of DiSC	25-28
Embracing Accountability & Discussion	29
Taking Action	30

#### Results

Definition & Team Survey Results	31
Your Team & the Impact of Your DiSC Style	32
Common Distractions & Discussion	33
Taking Action	34

#### Summary

Your Team's Strengths	35
Overcoming Your Team's Challenges	36

### Appendix

### Introduction & Profile Page 3

This Annotated Team Report will take you through the report page by page, giving you pointers and some extra information along the way. The team information that appears on the profile pages in this report is accurate—it is **the same information that appears in participant reports.** Participant reports also contain DiSC<sup>®</sup> information that is unique to their individual DiSC<sup>®</sup> styles.

#### The Five Behaviors of a Cohesive Team

#### Are you part of a truly cohesive team?

As much effort as it takes to build a cohesive team, the process does not have to be complicated. In fact, keeping it simple is critical. Based on the best-selling book, *The Five Dysfunctions of a Team* by Patrick Lencioni, this report is designed to provide a clear, concise, and practical guide to improve your team.

Quite simply, a cohesive team needs to master five behaviors: building trust, mastering conflict, achieving commitment, embracing accountability, and focusing on results. Before you begin, bear in mind that

- Each behavior builds on the previous one, so the behaviors should not be addressed in isolation of one another.
- Team members need to have a meaningful understanding of themselves and their peers, which is why this report is reinforced by DiSC<sup>®</sup>, a powerful behavioral tool that has been helping people connect better for years.

You and your team are about to embark on what could be a very challenging—and very enlightening—journey. Before you begin, take a look at the overview of the five behaviors below:

#### **Trust One Another**

When team members are genuinely transparent and honest with one another, they are able to build vulnerability-based trust.

#### Engage in Conflict Around Ideas

When there is trust, team members are able to engage in unfiltered, constructive debate of ideas.

#### Commit to Decisions

When team members are able to offer opinions and debate ideas, they will be more likely to commit to decisions.

#### Hold One Another Accountable

When everyone is committed to a clear plan of action, they will be more willing to hold one another accountable.

#### Focus on Achieving Collective Results

The ultimate goal of building greater trust, healthy conflict, commitment, and accountability is one thing: the achievement of results.

© 2014 by Patrick Lencioni and John Wiley & Sons, Inc. All rights reserved. Reproduction in any form, in whole or in part, is prohibited. RESULTS ACCOUNTABILITY COMMITMENT CONFLICT TRUST To better understand the model, read (and suggest participants read) Patrick Lencioni's The Five Dysfunctions of a Team and/or The Advantage.

З

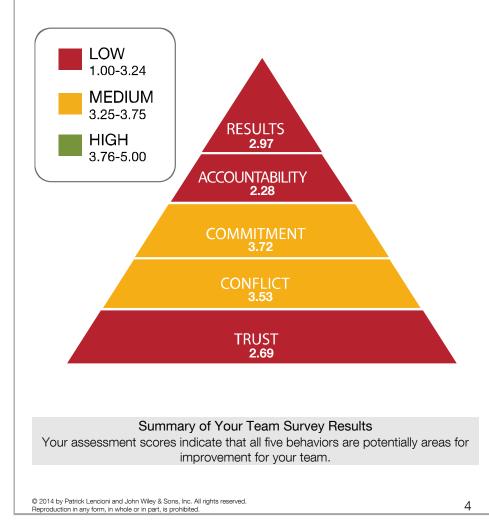
Use extra space for your own notes

This page gives an overall score for each of the behaviors. Let people know that they'll get to see exactly how these scores were derived as they go through the report. Some other things to keep in mind:

- You can use this image to help plan how to use your time. However, all of the behaviors should get at least some attention. It's not a good idea to completely skip over any of them. Also, plan to devote a little extra time to Trust, since that's where participants will be introduced to DiSC<sup>®</sup>.
- The high, medium, and low categories are provided as guidelines to help gauge the team's relative strengths and weaknesses. Although teams may be tempted to focus on the "score" for each behavior, we suggest emphasizing the highs and lows. This will help team members determine where their developmental efforts can best be spent.

#### The Five Behaviors and Your Team

Remember, the five behaviors can be mistakenly interpreted as five distinct issues that can be addressed in isolation of one another. But in reality they form an interrelated model, and neglecting even one of the behaviors can be potentially harmful to the success of a team. Below are your team's results for each behavior, based on the team's responses to the assessment questions.



#### 5. RESULTS

This team may need to place greater value on the collective achievement of outcomes, rather than individual or departmental recognition and ego.

#### 4. ACCOUNTABILITY

This team may hesitate to confront one another about performance and behavioral concerns.

#### 3. COMMITMENT

This team may struggle at times to buy in to decisions. This could be creating ambiguity within the organization.

#### 2. CONFLICT

This team may need to learn to engage in more unfiltered discussion around important topics.

#### 1. TRUST

This team may lack necessary levels of openness and vulnerability about individual strengths, weaknesses, mistakes, and needs for help.

> 1 Scoring Interpretation

This page introduces Trust and includes a snapshot of the team's results. Treat this as an overview and spend more time on the next two pages as they will show the scores broken down even further.

#### **Building Trust**

The first and foundational behavior of a cohesive team is trust. Unfortunately, the word trust is used—and misused—so often it may not impart the same meaning to everyone. The definition here isn't centered around the ability to predict a person's behavior based on past experience (a standard description). Rather, in the context of a cohesive team, **trust** means

- a willingness to be completely vulnerable with one another
- confidence among team members that their peers' intentions are good and that there is no reason to be protective or careful around the team

Trust lies at the heart of a functioning, cohesive team. No matter how a team scores on the assessment, teams should always begin with trust because there is no quality or characteristic that is more important for building a team.

#### Team Survey Results

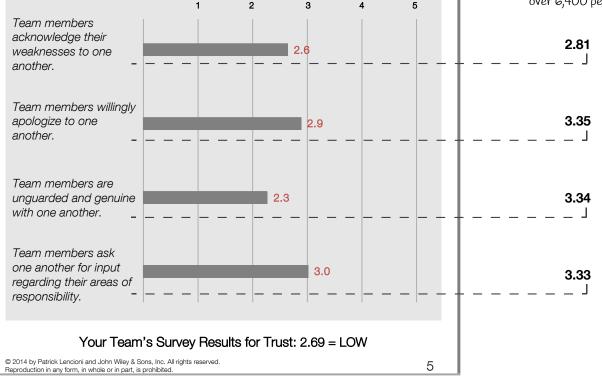
The following table reflects the team's responses to the trust-related questions from the team survey. The bars to the right of the questions reflect the team's **average score** on the five-point scale. The tables on pages 6-7 identify the distribution of responses within the team.

BARELY

ALMOST

NEVER

FACILITATION Do the "Video Review" activity before launching into this page. For a deeper understanding of vulnerability-based trust, see pp. 195-202 in The Five Dysfunctions of a Team by Patrick Lencioni. NORMATIVE DATA (Averages based on responses from ALMOST ALWAYS over 6,400 people) 2.81



SOMETIMES

USUALLY

The text on this page is specific to your team. It will help people get their heads around what it means to have vulnerability-based trust and what's necessary to achieve it.

Almost Never Rarely Sometimes Usually Almost Ak						
1	2	4	1	0		
Members of great teams don't waste time and energy putting on airs or pretending to be someone they're not. Everyone on the team knows that no one is going to hide his or her weaknesses, which helps build a deep and uncommon sense of trust.						
	<b>.</b>		الجميسية المصير امائريما			
nembers to com	e clean about w	vho they are, warts	and all.	is for team		
	e clean about w	0	and all.	is for team Almost Always		
embers to com	e clean about w willingly apolog	vho they are, warts	and all.			
eam members Almost Never 1 /hen great team hey are complete ansparent and s r "your idea was ust on a team w	e clean about w willingly apolog Rarely 1 s have vulnerab ely comfortable	vho they are, warts ize to one another Sometimes 4 illity-based trust, being e "I screwed up" ne." The level of tly if members	and all. Usually	Almost Always		

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Like page 6, the text on this page is specific to the team, based on how it responded to the italicized statements.

Your Team and Trust						
Team members are unguarded and genuine with one another.						
Almost Never Rarely Sometimes Usually Almost Always						
1	4	3	0	0		
At the heart of vul	nerability lies the	e willingness of				

At the heart of vulnerability lies the willingness of people to abandon their pride and their fear and simply be themselves. While this can be a little threatening and uncomfortable at first, ultimately it becomes liberating for people who are tired of overthinking their actions and managing interpersonal politics at work.



However, this type of vulnerability is tough for a lot of teams. As it stands right now, DecisionTech Leadership Team, the people on your team may have trouble letting down their guards and showing their true colors. This lack of transparency may hinder the team's ability to have a free exchange of ideas, which, in turn, may challenge the team's ability to build trust.

Team members ask one another for input regarding their areas of responsibility.

			J	
Almost Never	Rarely	Sometimes	Usually	Almost Always
1	1	3	3	0

When people trust that their teammates have their best interests in mind, they feel comfortable asking one another for input and opinions. They aren't worried about being exposed or shot down.



While not everyone agreed, overall it seems that members of your team may be reluctant to ask for feedback. Team members may think that doing so will make them seem incapable of handling their own work, or maybe they're simply overconfident in their own ideas. Perhaps there is underlying tension that keeps people from sharing. Remember that accepting more input may lead to better ideas or solutions, which, in turn, will drive team success.

#### How Do We Build Vulnerability-Based Trust?

Using a behavioral tool like DiSC<sup>®</sup> can give team members deeper insights into themselves and their peers. It can help people understand each other and get comfortable being transparent about personal limitations.

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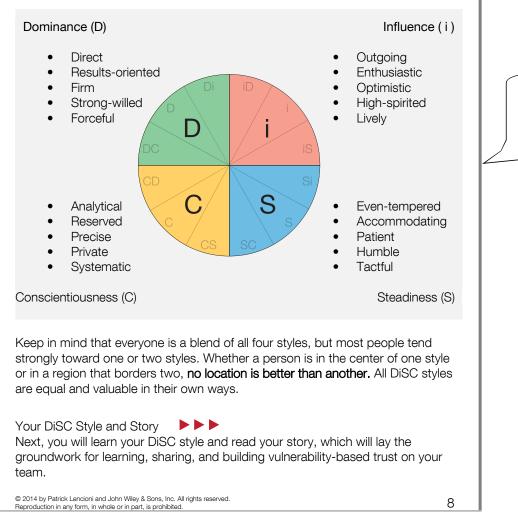
This page introduces the DiSC<sup>®</sup> model. Because understanding each other-personalities and behavioral styles-can help build trust, DiSC provides a solid foundation for the topic of vulnerability-based trust. DiSC will be woven throughout the rest of the report, so be sure to spend some time familiarizing participants with the model.

#### **Building Vulnerability-Based Trust**

Sometimes it's during the process of coming clean about weaknesses that the biggest breakthroughs happen among team members. Giving people as much information as possible about who a person is and why this person might act the way he or she does will greatly reduce the likelihood of unfair judgments. DiSC<sup>®</sup> can help people gain insight and empathy, qualities that allow a team to build trust.

#### Everything DiSC®

The Everything DiSC<sup>®</sup> model is made up of four basic styles: Dominance (D), Influence (i), Steadiness (S), and Conscientiousness (C). Each style is divided into three regions. The picture below illustrates the four DiSC styles.



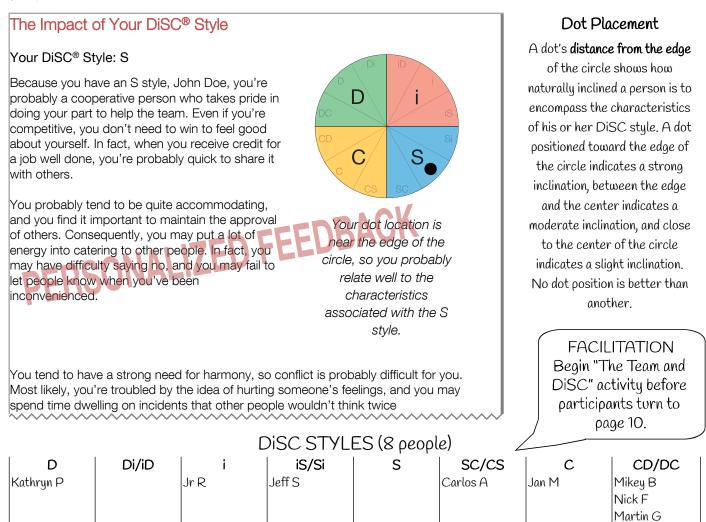
FACILITATION The "Personal Histories" activity will help reinforce the concept of vulnerability.

For more information

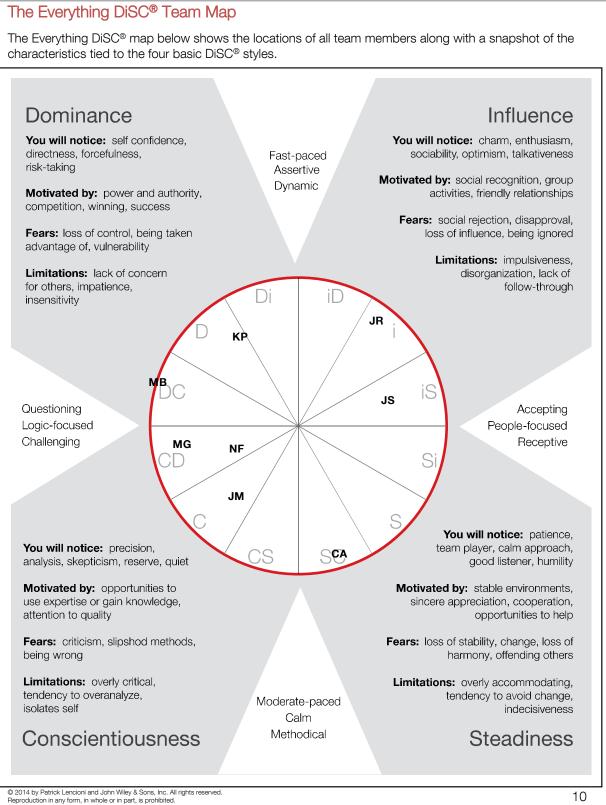
on DiSC, read the

Research Report.

This page is personalized based on DiSC<sup>®</sup> style. Each team member will receive his or her own narrative, providing insight into their behaviors. Hopefully, people will have some "aha" moments that they will be willing to share with the group.



This page gives team members an opportunity to discover one another's DiSC<sup>®</sup> styles. Also, it lays the groundwork for weaving DiSC in throughout the rest of the report.



The next two pages wrap up the Trust portion of the report. This page gives an opportunity for some rich discussion. You can let team members have a free discussion as they look over the top portion of the page, or if you need to move through the page more quickly, you can direct them to focus on the questions at the bottom.

Build	ing Trust				
What	is needed to achieve trust?				
identif numbe	t of the assessment, you and your te y specific areas for the team to focus er of people (out of 8) who selected e ponding box below. Note: You had t	s on in the each resp	e interest of building trust. The oonse appears in the		Each box contains the number of team members
There	would be more trust on our team if p	ceople:			who endorsed each item.
7	Reduced the amount of gossiping	2	Got to know each other on a personal level	1	People could choose more than one.
6	Admitted their mistakes	1	Readily apologized		The boxes are ordered
5	Let go of grudges	1	Spent more time together		from highest to lowest based on the number of endorsements from
5	Understood each other's working styles	0	Shared professional failures and successes	2	/ team members.
4	Were more forthright with information	0	Would give credit where credit is due		
Poin	ts of Discussion				
t F	number of group members felt that he amount of gossiping was reduce beople ready to let go of that past? V gossiping?	d. How h	as this hurt trust in the past? Are		These questions are tailored based on the team's responses to the survey above.
١	rust might also improve if people mo would not admitting mistakes be an o be to the group's effectiveness?			4	)
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This page is designed to pull the Trust section together and help the team decide on its next steps.

#### Taking Action to Build Trust

How does a team go about developing vulnerability-based trust? Unfortunately, it cannot be built overnight. It requires shared experiences over time, multiple instances of follow-through and credibility, and an in-depth understanding of the unique attributes of team members. However, taking a focused approach, a team can dramatically accelerate the process and build trust in relatively short order. Consider the importance of building trust, outlined below, as you create an action plan.

#### Without Trust, Team Members...

- Conceal their weaknesses and mistakes from one another
- Hesitate to ask for help or provide
   constructive feedback
- Hesitate to offer help outside their own areas of responsibility
- Jump to conclusions about the intentions and aptitudes of others
- Hold grudges

### If a Team Is Trusting, Team Members...

- Admit their weaknesses and mistakes
- Ask for help
- Accept questions and input about their areas of responsibility
- Give one another the benefit of the doubt before arriving at a negative conclusion
- Offer and accept apologies
   without hesitation

#### Action Plan

Use the following questions to help build an action plan for your team.

- 1. Based on your team survey (on page 5), trust may be a stumbling block for this team. Why do you think this is so? What three things could the team do to improve the level of trust?
- 2. According to the team survey (on page 5), your team rated itself lowest on being "unguarded and genuine with each other." What team behaviors most likely prompted people to rate this area low? What steps can the team take to help members be more open with one another?

#### The Connection to Conflict

When team members build a foundation of vulnerability-based trust, conflict simply becomes an attempt to find the best possible answer.

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These questions are tailored based on the team's responses to the Trust portion of the

assessment (page 5).

The gray box illustrates

both the absence and the

presence of trust on a

team.

This page introduces Conflict and includes a snapshot of the team's results. Treat this as an overview and spend more time on the next page as it will show the scores broken down even further.

#### **Mastering Conflict**

All great relationships, the ones that last over time, require productive conflict in order to grow. It's important to distinguish productive, ideological conflict from destructive fighting and interpersonal politics.

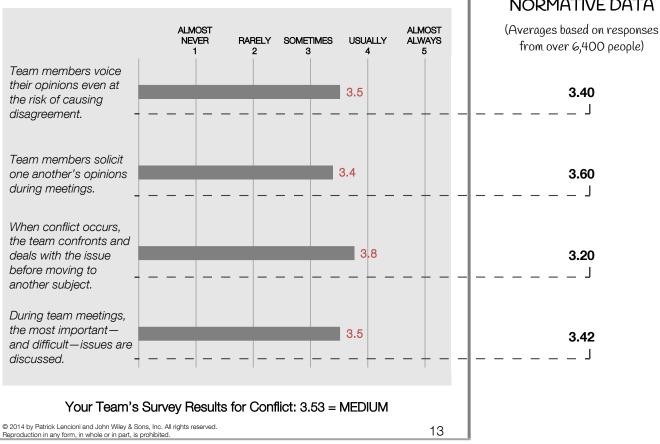
Productive conflict

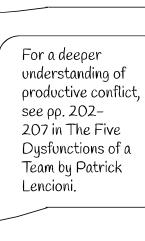
- is focused on concepts and ideas
- avoids mean-spirited, personal attacks

Conflict is often considered taboo, especially at work, and people may spend inordinate amounts of time and energy trying to avoid the kind of passionate debates that are essential to any great team. Teams that engage in productive conflict know that the only purpose is to produce the best possible solution in the shortest period of time.

#### **Team Survey Results**

The following table reflects the team's responses to the conflict-related questions from the team survey. The bars to the right of the questions reflect the team's average score on the five-point scale. The tables on page 14 identify the distribution of responses within the team.





FACILITATION

Begin by doing the

"Quick Quiz."

#### NORMATIVE DATA

#### **Conflict on Your Team**

. . . . . . . . . . . . . . . .

Team members voice their opinions even at the risk of causing disagreement.

Almost Never	Rarely	Sometimes	Usually	Almost Always
0	1	3	3	1

Your team seems to agree that members often voice opinions and debate important ideas. Occasionally, team members may withhold their opinions, perhaps to avoid conflict or to maintain diplomacy. A willingness to engage in productive conflict, however, makes it possible to resolve issues more quickly, which leads to higherquality solutions without damaging team relationships.

lean	n members	SOLICIT	one	another's	opinions	during	meetings.	

Almost Never	Rarely	Sometimes	Usually	Almost Always
0	1	4	2	1

It seems that your team members solicit one another's opinions only some of the time. It may be that people are fearful of having their ideas shot down or are resistant to input. However, drawing out everyone's point of view is important and can help the team gain valuable insight. Furthermore, it will lay the foundation for making commitments.

When conflict occurs, the team confronts and deals with the issue before moving to another subject.

Almost Never	Rarely	Sometimes	Usually	Almost Always
0	2	1	2	3

There isn't a consensus as to whether your team directly confronts conflict. It may be that some disagreements are handled differently than others, or perhaps some team members see smoothing over an issue as a way to deal with it. Nonetheless, by avoiding conflict, your team may waste more time by having to revisit unresolved issues.

During team meetings, the most important—and difficult—issues are discussed.						
	Almost Never	Rarely	Sometimes	Usually	Almost Always	
	0	1	4	1	2	

It's often the most important issues that can be the touchiest and hardest to discuss. Generally, your team seems willing to take the risk of broaching these topics during meetings, although people may occasionally hold back to avoid hurting others' feelings or starting a battle. An open discussion, however, will help get to the heart of problems so you can resolve them and move forward.

#### The Impact of Your DiSC® Style

It's important to understand that different people participate in conflict in different ways. Because you have an S style, you want to avoid conflict whenever possible. The following describes how you may be affected by conflict:

- You may compromise on things you care about but remain frustrated.
- You may waste energy worrying that people are mad at you.
- You may become fearful about making mistakes.

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#### AREA OF STRENGTH

This is one of the team's top three strengths (see page 35).

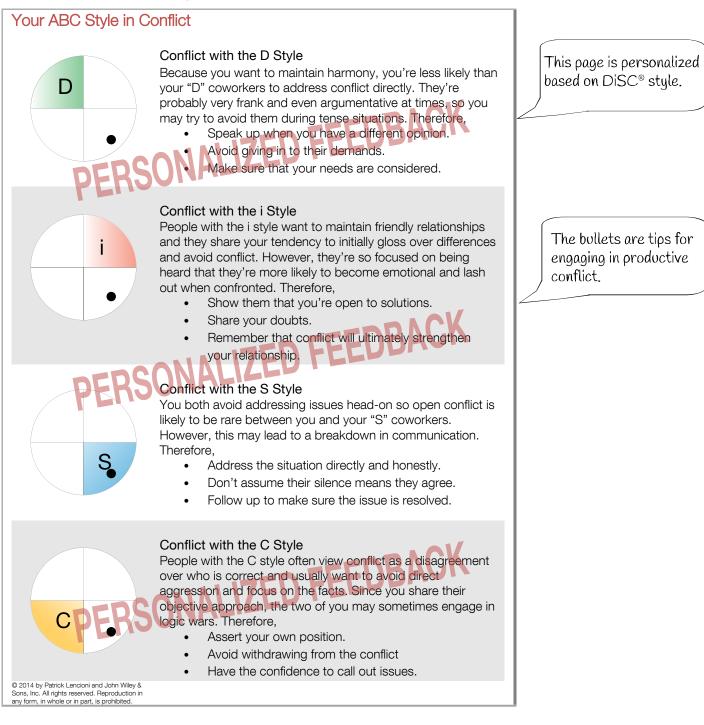
#### AREA OF DISAGREEMENT

Scores varied significantly, so this area needs to be better understood across the team.

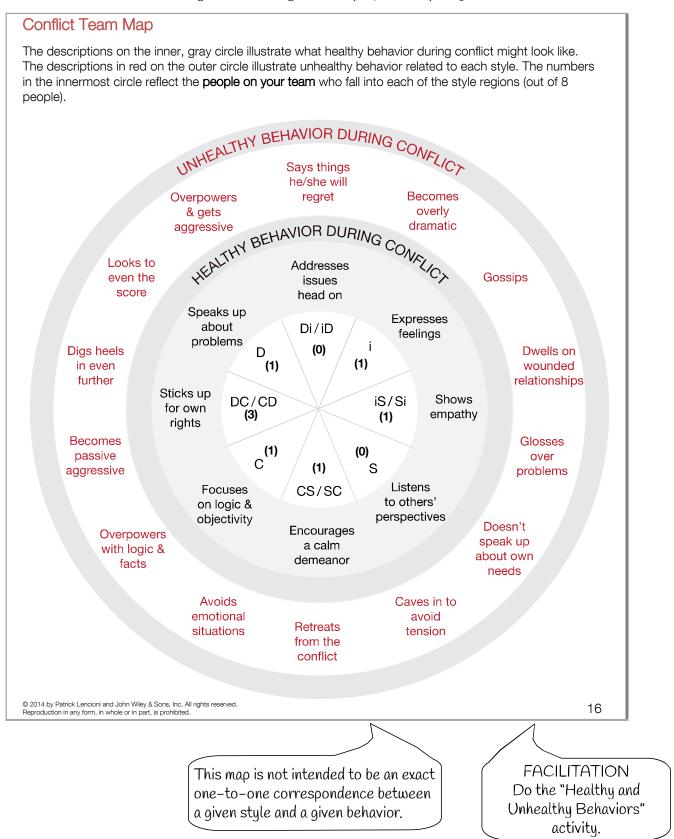
The paragraph and bullet points are personalized based on DiSC® style.

FACILITATION Do the "Video Review."

Handling conflict is often easier if we understand one another's natural approaches. Sometimes building more effective relationships requires adapting your approach to accommodate the preferences of other people.



This page is designed to help teams candidly discuss healthy and unhealthy conflict, and acknowledge that we all handle tense situations differently. The unhealthy behaviors, in particular, are generalizations.



The conflict behaviors in the chart below are **intentionally left open for debate**. Different interpretations will spark an interesting and-hopefully-productive discussion that will produce understanding and boundaries.

#### **Mastering Conflict**

#### What is acceptable behavior during conflict?

In some cultures, there is very little direct disagreement and debate during meetings, while in others people tend to "get in one another's faces." In some families, parents and siblings rarely engage in raw, emotional dialogue, while in others people argue passionately and then make up with equal passion. Which is better on a team? The only thing that really matters is—are people holding back their opinions? Members of great teams do not.

As part of the assessment, you and your team members were asked whether you think certain behaviors or actions are acceptable while engaging in conflict at work and how many of you display them (last column). Here are the results of the team survey (8 people):

Response to Conflict	Unacceptable	Tolerable	Perfectly Acceptable	Number of team members who admit they do this at work
Raising your voice when you get passionate	1	4	3	3
Going beyond the meeting end time to resolve an issue	0	4	4	8
Using strong language when you're upset	3	5	0	0
Avoiding someone when you're angry	5	3	0	6
Excluding other team members from difficult conversations	1	2	5	5
Being outwardly emotional	4	1	3	4
Expressing anger through indirect actions rather than voicing it directly	7	1	0	2

FACILITATION Do the "Conflict Related Behaviors" activity.

The "Number of team members who admit they do this at work" column is a separate head count. People had the option to own up to each conflict reaction—whether they thought it was acceptable or not.

These questions are

tailored based on the

survey above.

team's responses to the

#### Points of Discussion

- 1. Why does "using strong language when you're upset" bother some people more than others? What guidelines could the team enact to ensure a balance between these different perspectives?
- 2. The team also disagreed about "avoiding someone when you're angry." Why do people see this issue differently? What ground rules can the team agree upon?

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This page is designed to pull the Conflict section together and help the team decide on its next steps.

#### Taking Action to Master Conflict

How does a team go about developing the ability and willingness to engage in healthy conflict? The first step is acknowledging that conflict can be productive, and that many teams have a tendency to avoid it. As long as some team members believe that conflict is undesirable and unnecessary, there is little chance that it will occur. Consider the importance of engaging in conflict, outlined below, as you create an action plan.

#### A Team That Fears Conflict...

- Has boring meetings
- Creates environments where personal attacks thrive
- Ignores controversial topics that
   are critical to team success
- Fails to tap into all the opinions and perspectives of team members
- Wastes time and energy with posturing and interpersonal risk management

#### A Team That Engages in Conflict...

- Has lively, interesting meetings
- Extracts and exploits the ideas of all team members
- Solves real problems quickly
- Minimizes politics
- Puts critical topics on the table for discussion

The gray box illustrates both the absence and the presence of productive conflict on a team.

These questions are

tailored based on the

team's responses to the Conflict portion of the assessment (page 13).

#### Action Plan

Use the following questions to help build an action plan for your team.

- 1. Based on the team survey (page 13), your team does a reasonable job at handling conflict, but there's still room for improvement. What specific fears or behaviors are most likely preventing productive conflict?
- 2. What concrete benefits would the team see if it had healthy conflict more often?

#### The Connection to Commitment

By engaging in productive conflict and tapping into a variety of perspectives and opinions, team members can confidently commit and buy in to a decision knowing that they have benefited from everyone's ideas.

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This page introduces Commitment and includes a snapshot of the team's results. Treat this as an overview and spend more time on the next two pages as they will show the scores broken down even further.

#### Achieving Commitment

What do we mean by commitment? In the context of a cohesive team, commitment is

- clarity around decisions ٠
- moving forward with complete buy-in from every member of the team, even those who initially disagreed with the decision

The bottom line is, if people don't commit, they're just half-heartedly going along with decisions. The two greatest causes of a lack of commitment are the desire for consensus and the need for certainty, which are just not possible in all situations. Great teams understand that they must be able to commit even when the outcome is uncertain and not everyone initially agrees.

#### **Team Survey Results**

The team is clear about its overall direction and

Team members end discussions with clear

and specific resolutions and calls to action.

Team members leave meetings confident that everyone is committed

to the decisions that were agreed upon.

decisions even if they

Team members support group

initially disagree.

priorities.

The following table reflects the team's responses to the commitment-related questions from the team survey. The bars to the right of the questions reflect the team's average score on the five-point scale. The tables on pages 20 and 21 identify the distribution of responses within the team.

RARELY

2

SOMETIMES

3

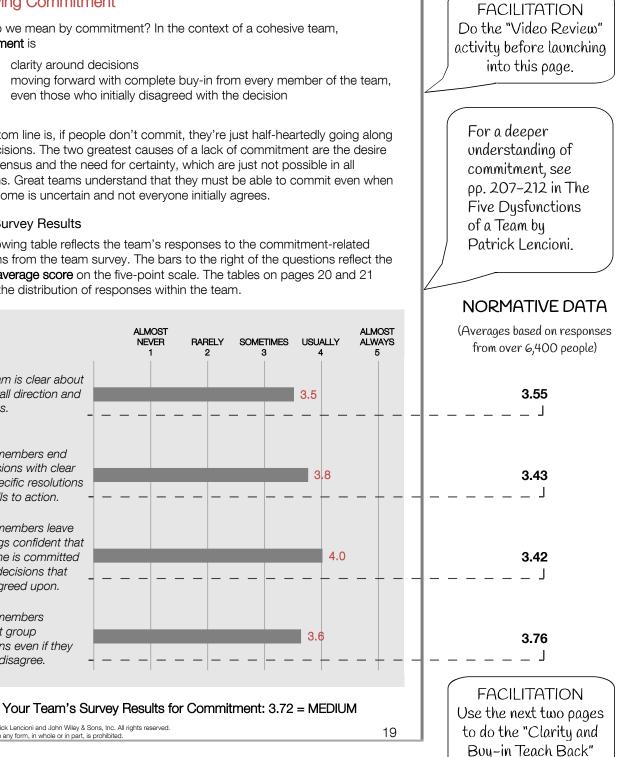
3.5

3.8

3.6

ALMOST

NEVER



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activity.

The first two paragraphs on this page are specific to your team and how clarity helps generate commitment. The bottom part of the page ties "commitment with clarity" to the team member's DiSC<sup>®</sup> style.

ne team is clea	r about its overa	all direction and pric	orities.			
Almost Never	Rarely	Sometimes	Usually	Almost Always		
0	1	2	5	0		
01250Team members will be unlikely to commit to decisions that seem vague or incomplete. After all, how can you really commit if you're not sure what you're committing to? It seems that your team is clear about its direction and priorities most of the time. It may be that sometimes, though, the team lacks clarity. Ensuring that everyone is on the same page may allow the team to commit to decisions and move forward with						

Team members end discussions with clear and specific resolutions and calls to action.

Almost Never	Rarely	Sometimes	Usually	Almost Always
0	0	3	4	1

At the end of every meeting, cohesive teams take a few minutes to ensure that everyone sitting at the table is walking away with the same understanding about what has been agreed to. It appears that team members leave meetings with a clear understanding of the next steps most of the time. This means that there are also times when team members may be confused. Making the effort to review commitments will likely lead to smoother and more successful implementations of team decisions.

#### The Impact of Your DiSC® Style

John Doe, because you have an S style, you like having a clear, predictable goal that you can work toward steadily. In fact, you may be very uncomfortable with unclear expectations or confusion. Remember, if you and your teammates aren't all on the same page, commitment will be unlikely.

Consider how other DiSC® styles may react to a lack of clarity:

- D coworkers are likely to push back on and resist decisions they don't understand.
- i coworkers are prone to impulsiveness and may be disorganized at times, so without clear goals they may simply fail to follow through.
- S coworkers may second-guess themselves and their work, which may impede their productivity.
- C coworkers tend to be solitary and may simply focus on their own objectives, deepening the sense of misalignment.

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#### AREA OF STRENGTH

brad

This is one of the team's top three strengths (see page 35).

This paragraph is personalized based on DiSC® style.

All team members receive the same DiSC insight bullets that appear here.

The first two paragraphs on this page are specific to your team and how buy-in helps generate commitment. The bottom part of the page ties "commitment with buy-in" to the team member's DiSC<sup>®</sup> style.

#### Commitment with Buy-In

Team members leave meetings confident that everyone is committed to the decisions that were agreed upon.

uecisions that w	reie agreeu upor	I.		
Almost Never	Rarely	Sometimes	Usually	Almost Always
0	1	1	3	3
member of the no one is quietl the agreed-to a your team frequ team has a hab	team. Members ly harboring doub actions. According uently achieves th bit of openly airing	complete buy-in fi leave meetings co ots about whether g to the assessme nis alignment. Mos g doubts or concer ent to final decisio	nfident that to support int results, t likely, your rns so that	

may allow decisions and plans to take hold more quickly.

#### Team members support group decisions even if they initially disagree.

Almost Never	Rarely	Sometimes	Usually	Almost Always
0	1	2	4	1

Commitment does not mean consensus. It's important to understand the danger of seeking consensus and find ways to achieve buy-in even when complete agreement is impossible. Reasonable human beings do not need to get their way in order to support a decision, but only need to know that their opinions have been heard and considered. Your results indicate that the team is often able to gain this sort of support for team decisions. Occasionally, however, people may feel that others are holding back their opinions or aren't truly committed—even if they say they are. Remember, ensuring that every member of the team feels heard sets the stage for real commitment.

#### The Impact of Your DiSC® Style

John Doe, because you have an S style, you want to be accommodating and may even put other people's needs above your own. This may mean stifling your own opinions and doubts. Instead, you may passively agree, nodding your head in approval without truly supporting the decision.

Consider how other DiSC® styles approach commitment:

- D coworkers have a take-charge attitude and want to make up their minds quickly.
- i coworkers rely on personal relationships and may be more apt to commit when they feel a sense of team spirit.
- S coworkers are careful decision-makers and want to be absolutely sure before they commit.
- C coworkers are swayed by objective information rather than emotion or intuition.

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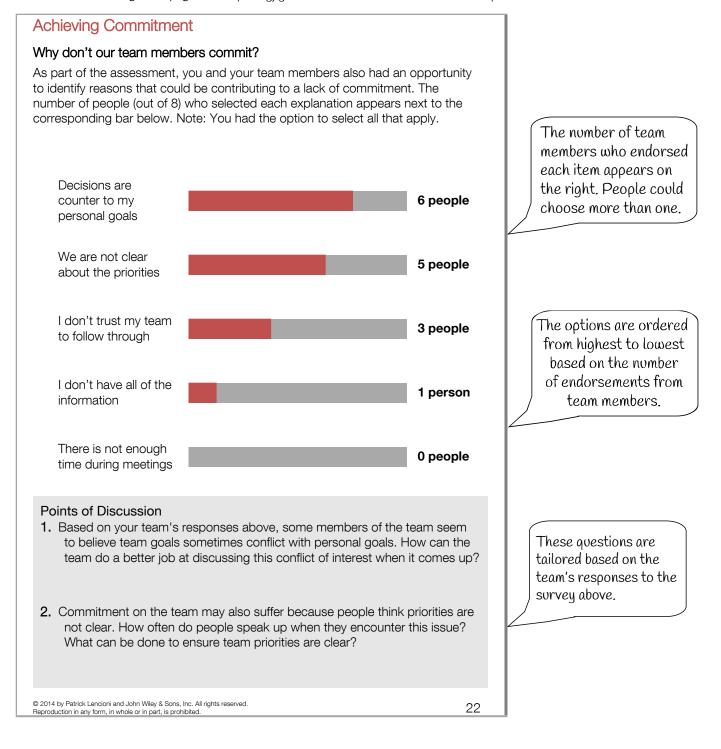
AREA OF STRENGTH

This is one of the team's top three strengths (see page 35).

All team members receive the same DiSC insight bullets that appear here.

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The next two pages wrap up the Commitment portion of the report. This page gives an opportunity for some rich discussion. You can let team members have a free discussion as they look over the top portion of the page, or if you need to move through the page more quickly, you can direct them to focus on the questions at the bottom.



This page is designed to pull the Commitment section together and help the team decide on its next steps.

#### Taking Action to Achieve Commitment

One of the greatest consequences for a team that does not commit to decisions is unresolvable discord. When a team fails to achieve buy-in from all team members, even if the disparities that exist seem relatively small, there will be a clash of priorities. And small gaps can become major disagreements. Consider the importance of commitment, outlined below, as you create an action plan.

#### A Team That Fails to Commit...

#### A Team That Commits...

 Creates ambiguity among the team members about direction and priorities

Misses opportunities due to

excessive analysis and unnecessary delay

- Creates clarity around direction
   and priorities
- Aligns the entire team around common objectives
- Develops an ability to learn from mistakes
  - Moves forward without hesitation
- fear of failureRevisits discussions and decisions again and again

Breeds lack of confidence and

- Encourages second-guessing among team members
- Changes direction without
   hesitation or guilt

#### Action Plan

Use the following questions to help build an action plan for your team.

- 1. Based on the team survey (page 19), the overall level of buy-in on the team is fairly high. Are there any specific areas where the team has trouble getting full buy-in? If so, describe one and come up with a way to overcome it.
- The team survey also suggests that your group has a moderate level of clarity around its decisions. Describe the areas that are currently unclear. List specific ways that clarity can be achieved.

#### The Connection to Accountability

If everyone is clearly committed to the team's priorities, they will be more willing to hold one another accountable.

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23

The gray box illustrates both the absence and the presence of commitment on a team.

These questions are tailored based on the team's responses to the Commitment portion of the assessment (page 19).

This page introduces Accountability and includes a snapshot of the team's results. Treat this as an overview and spend more time on the next four pages as they will show the scores broken down even further.

#### **Embracing Accountability**

Accountability has become a buzzword—so overused and with so many different interpretations that it has lost much of its meaning. In the context of teamwork, however, **accountability** is

The willingness of team members to call their peers on performance or behaviors that might hurt the team

The usual source of dysfunction in this area is the unwillingness of team members to tolerate the interpersonal discomfort that accompanies calling out a peer on his or her behavior. This includes the more general tendency to avoid difficult conversations. Functional teams overcome these natural inclinations, opting instead to "enter the danger" with one another.

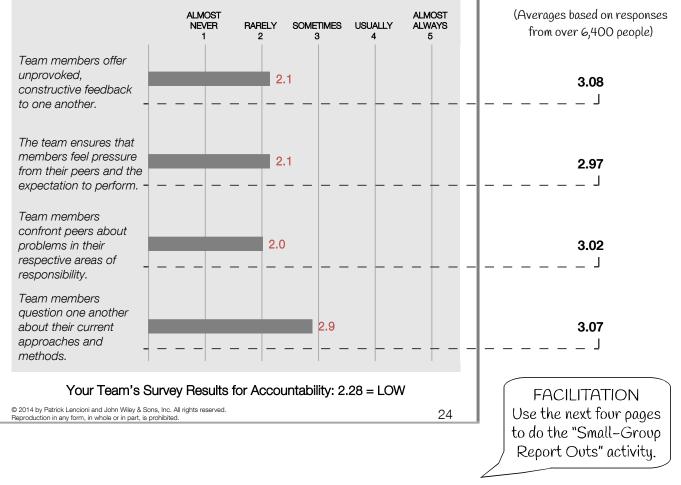
#### Team Survey Results

The following table reflects the team's responses to the accountability-related questions from the team survey. The bars to the right of the questions reflect the team's **average score** on the five-point scale. The tables on pages 25-28 identify the distribution of responses within the team.

FACILITATION Do the "Video Review" activity before launching into this page.

For a deeper understanding of accountability, see pp. 212–216 in The Five Dysfunctions of a Team by Patrick Lencioni.

#### NORMATIVE DATA



The next four pages will take you through each question of the accountability portion of the assessment. Accountability tends to be difficult for most teams—you can see on the previous page that the average scores are a bit lower—so there is more feedback devoted to this behavior.

#### Your Team and Accountability Team members offer unprovoked, constructive feedback to one another. Almost Never Rarelv Sometimes Usually Almost Alwavs 1 5 2 0 0 Great teams are able to call out members' poor performance or unproductive behaviors. However, your team may have trouble in this area. Even team members who are particularly close to one another may hesitate to call one another out precisely because they fear jeopardizing that relationship. Ironically, this only causes relationships to deteriorate. The willingness to hold one another accountable in a constructive way is key to developing cohesiveness and can help a team avoid far more costly and difficult situations later. What does it look like when team members .... DO call out poor performance: DON'T call out poor performance: Team members lack confidence People know what others think so • and are paranoid about what they don't have to waste time and others may not be saying. energy wondering. People feel a sense of Team members own their unfairness when others perform shortcomings and accept at a subpar level. suggestions. Passive-aggressive approaches There is an increased sense of start to thrive. being part of a team. The Impact of Your DiSC® Style John Doe, because you have an S style, calling out your teammates for poor performance may feel particularly painful to you. In fact, you're probably naturally

performance may feel particularly painful to you. In fact, you're probably naturally inclined to maintain harmony and avoid conflict at all costs. However, your failure to call out deficiencies directly may cause communication to break down and hidden hostility to intensify.

Consider how other DiSC® styles prefer to receive productive feedback:

- D coworkers prefer a straightforward delivery.
- i coworkers want a positive explanation.
- S coworkers prefer a considerate but direct delivery.
- C coworkers want a truthful, logical explanation.

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AREA OF AGREEMENT

Team members seem to have a lot of agreement in this area.

#### AREA OF WEAKNESS

This is one of the team's top three greatest challenges (see page 36).

> This paragraph is personalized based on DiSC® style.

All team members receive the same DiSC insight bullets that appear here.

#### Your Team and Accountability

The team ensures that members feel pressure from their peers and the expectation to perform.

Almost Never	Rarely	Sometimes	Usually	Almost Always
2	3	3	0	0

More than any policy or system, there is nothing like the fear of letting down respected teammates that motivates people to improve their performance. However, your team members don't seem comfortable applying appropriate pressure to each other. Perhaps people don't think it's right to push their peers, or maybe they're afraid that this sort of pressure will create unhealthy conflict. Nonetheless, peer pressure is a highly effective and efficient means of maintaining high standards on a team.



What does it look like when team members . . .

#### DON'T apply peer pressure:

DO apply peer pressure:

- Outside management or motivation may be needed to reach set goals.
- People aren't concerned with how their behavior affects their team members.
- Resentment builds.

- Team members feel trusted and respected by their peers.
   There is an extra prompt to get
- work done on time.
- People feel a responsibility to get things done right.

#### The Impact of Your DiSC® Style

John Doe, your S style implies that you tend to be very steady and reliable. You probably don't want to let anyone down so feeling some peer pressure may be an effective motivator for you. However, since you are probably very accommodating, applying peer pressure may be difficult for you.

Consider how other DiSC<sup>®</sup> styles may be motivated to improve performance:

- D coworkers may be motivated by competition and challenging projects that will garner respect.
- i coworkers may be motivated by positive energy and encouragement.
- S coworkers may be motivated by opportunities to support people and contribute to team success.
- C coworkers may be motivated by defining quality standards and completing complex assignments.

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This paragraph is personalized based on DiSC® style.

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#### Your Team and Accountability

Team members confront peers about problems in their respective areas of responsibility.

Almost Never	Rarely	Sometimes	Usually	Almost Always
3	3	1	1	0

On effective teams, members are able to confront one another when things aren't going well. Your team seems to agree that members are unwilling to challenge one another about what's being done, how time is spent, and whether enough progress is being made. It can be hard to hold people accountable when they are intimidating, defensive, or even overly accommodating. However, making the effort to confront issues head on will allow the team to more easily identify and resolve problems before they get out of hand.



What does it look like when team members . . .

DON'T challenge one another:

- There is limited understanding and interest in what other team members are doing.
- There are misconceptions among team members, causing an overall sense of disjointedness.
- People feel comfortable doing subpar work, knowing they won't be confronted.

- *DO* challenge one another:
- People have a better understanding and appreciation for one another's roles.
- People continually check in with one another, ensuring they're on the same page.
- Better ideas emerge.

The Impact of Your DiSC® Style

Because you have an S style, John Doe, you probably dislike confrontation and challenge. Pointing out someone's shortcomings probably seems impolite and tactless to you. Still, you would probably appreciate a high level of clarity rather than unknowingly disappointing others.

Consider how other DiSC® styles may react to being confronted:

- D coworkers often need to be convinced before they will change their minds or behaviors.
- i coworkers typically don't want people to be angry or upset with them.
- S coworkers are often eager to compromise and tend to listen to other people's opinions.
- C coworkers may want facts and need proof that they're wrong before they will take corrective action.

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#### AREA OF WEAKNESS

This is one of the team's top three greatest challenges (see page 36).

#### AREA OF DISAGREEMENT

Scores varied significantly, so this area needs to be better understood across the team.

This paragraph is personalized based on DiSC<sup>®</sup> style.

All team members receive the same DiSC insight bullets that appear here.

#### Your Team and Accountability Team members question one another about their current approaches and methods. Almost Never Rarely Sometimes Usually Almost Always 0 3 3 2 0 When team members know that their colleagues are truly committed to a common goal, they can guestion one another without fearing defensiveness or backlash. After all, they're merely helping someone get back on track or seeking clarity about something that doesn't seem right. However, it doesn't appear that all the members of your team feel comfortable guestioning one another about approaches and methods. It's possible that some team members fear confrontation, or perhaps expectations are not always clear, making it difficult to call someone out. Learning to hold each other accountable will benefit the team, allowing higher levels of respect and productivity. What does it look like when team members . . . DON'T question one another: DO question one another: Mistakes are made. Team members understand how Team members aren't clear everything fits together. People are prepared to answer about one another's roles and responsibilities, leading to inquiries. misunderstandings. Team members are able to adjust their behavior accordingly. Team members fear stepping on one another's toes. The Impact of Your DiSC<sup>®</sup> Style John Doe, you often give people the benefit of the doubt. So, if you see someone doing something questionable, you probably assume they know what they're doing. However, questioning each other is simply the best way to keep one another focused on what matters most. Consider how to question other DiSC® styles about their current approaches and methods: D coworkers appreciate a direct approach. Remember not to confuse their confidence with competence. i coworkers may improvise and make spontaneous decisions, so be proactive in asking for detailed explanations of their approach. S coworkers don't want to be rushed for answers, but you may need to ask enough questions to unearth any concerns they have with their roles or

responsibilities.
C coworkers may become defensive if the quality of their work is called into question. Be sure to back your opinions with facts, and give them time to think over your suggestions.

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28

This paragraph is personalized based on DiSC® style.

All team members receive the same DiSC insight bullets that appear here.

The next two pages wrap up the Accountability portion of the report. This page gives an opportunity for some rich discussion. You can let team members have a free discussion as they look over the top portion of the page, or if you need to move through the page more quickly, you can direct them to focus on the questions at the bottom.

Embr	acing Accountability	( FACILITATION			
What are your team's accountability needs? As part of the assessment, you and your team members also had an opportunity to identify aspects of your team's practices that could use improvement—or areas where it would be possible and desirable to hold one another more accountable. The number of people (out of 8) who selected each improvement appears in the corresponding box below. Note: You had the option to select all that apply.					Do the "Value of Accountability" and "Giving and Receiving Feedback" activities before launching into this page.
Our ab anothe	ility to hold one another accountable er to:	e could in	nprove if we challenged one		
7	Call one another on unproductive behaviors	1	Follow through on personal commitments		Each box contains the number of team members who endorsed each item.
5	Give one another feedback	0	Address missed deadline immediately	es	who endorsed each item. People could choose more than one.
4	Have clearer priorities and goals	0	Be more direct		
3	Review progress against goals during team meetings	0	Publicly share goals		The boxes are ordered from highest to lowest based on the number
2	Have more efficient and productive meetings	0	Spend more time togethe	er	of endorsements from team members.
Point	s of Discussion				
<ol> <li>One of the most frequently selected areas in the table above is "call one another on unproductive behaviors." What current problems are related to this issue? How comfortable are people challenging each other to do this more often?</li> </ol>					These questions are tailored based on the team's responses to the
2. Another highly selected area is "give one another feedback." How would the team benefit if people challenged each other to do this more often? How realistic is that goal for this team?					survey above.
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This page is designed to pull the Accountability section together and help the team decide on its next steps.

#### Taking Action to Hold One Another Accountable It must be clear to all team members that accountability is a shared team responsibility. As uncomfortable and difficult as it can often be, accountability helps a team and an organization avoid far more costly and difficult situations later. Consider the importance of accountability, outlined below, as you create an action plan. A Team That Embraces A Team That Avoids Accountability... Accountability... Ensures that poor performers feel Creates resentment among team ٠ members who have different pressure to improve standards of performance Identifies potential problems Encourages mediocrity quickly by questioning one ٠ Misses deadlines and key another's approaches without deliverables hesitation

- Places an undue burden on the team leader as the sole source of discipline
- Establishes respect among team members who are held to the
- same high standards Avoids excessive bureaucracy around performance management and corrective action

#### Action Plan

Use the following questions to help build an action plan for your team.

- 1. Based on the team survey (page 24), it appears that accountability is difficult for this team right now. List three obstacles that prevent team members from confronting one another and applying peer pressure. List some specific benefits of engaging in these behaviors.
- 2. On the team survey (page 24), one of the areas where the group rated itself lowest is confronting peers about problems. List some reasons why confrontation is so difficult on your team. What expectations or processes could your team put in place to make confrontation feel less threatening or intimidating?

#### The Connection to Results

Holding teammates accountable for their contributions and behaviors will keep the team focused on collective results, rather than allowing attention to shift to other areas.

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30

The gray box illustrates both the absence and the presence of accountability on a team.

These questions are tailored based on the team's responses to the Accountability portion of the assessment (page 24).

This page introduces Results and includes a snapshot of the team's results. Treat this as an overview and spend more time on the next page as it shows the scores broken down even further.

#### Focusing on Results

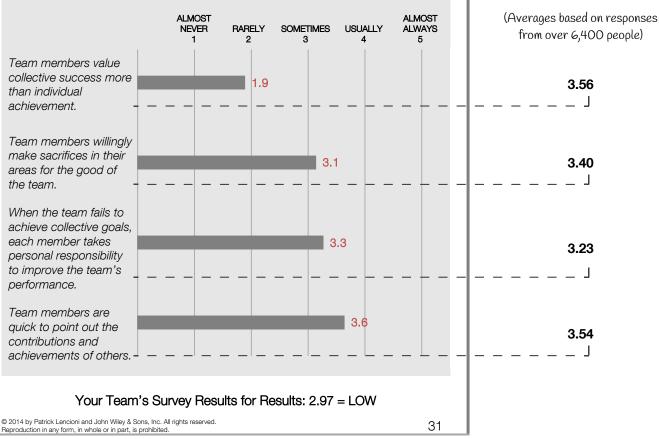
The ultimate goal of encouraging trust, healthy conflict, commitment, and accountability is to achieve results. And yet, as it turns out, one of the greatest challenges to team success is the inattention to results. In the context of a cohesive team, results

- refer to the collective goals of the team
- are not limited to financial measures, but are more broadly related to expectations and outcome-based performance

But what would a team be focused on other than results? Team status and individual status are the prime candidates. A focus on team status occurs when merely being part of a group is satisfying enough, regardless of results. Individual status refers to the familiar tendency of people to focus on enhancing their own positions or career prospects at the expense of their team.

#### **Team Survey Results**

The following table reflects the team's responses to the results-related questions from the team survey. The bars to the right of the questions reflect the team's average score on the five-point scale. The tables on page 32 identify the distribution of responses within the team.



FACILITATION Do the "Lack of Focus" activity before launching into this page.

For a deeper understanding of results, see pp. 216-220 in The **Five Dysfunctions** of a Team by Patrick Lencioni.

NORMATIVE DATA

from over 6,400 people)

#### Your Team and Results

#### Team members value collective success more than individual achievement.

Almost Never	Rarely	Sometimes	Usually	Almost Always
4	1	3	0	0

The members of your team seem to value personal achievement over group success. Though all human beings have an innate tendency toward self-preservation, a functional team must make the collective results of the group more important to each person than his or her own personal goals.

Team members willingly make sacrifices in their areas for the good of the team.

Almost Never Rarely Sometimes Usually	Sometimes	Usually	Almost Always
0 1 5 2	5	2	0

It seems that your team members are only occasionally willing to make personal sacrifices to help the team. Perhaps people are so caught up in their own responsibilities that they don't make the effort to assist their teammates.

.....

When the team fails to achieve collective goals, each member takes personal responsibility to improve the team's performance.

Almost Never	Rarely	Sometimes	Usually	Almost Always
0	1	4	3	0

It appears that members of your team may not always take ownership of the team's overall performance. When something goes wrong, they may be tempted to assign blame or to feel that they are not personally responsible.

### Team members are quick to point out the contributions and achievements of

others.

Almost Never	Rarely	Sometimes	Usually	Almost Always
0	2	1	3	2

There was some disagreement on this issue. Some team members may not be paying attention to the team's work, or there may be differences of opinion as to what is praise-worthy. In any case, acknowledging one another in a positive way is a healthy reminder that you're all working toward the same collective goal.

#### The Impact of Your DiSC® Style

Because you have an S style, John Doe, you may find an emphasis on results to be a little cold and uninspiring. Remember, no matter how good a team feels about itself, if it rarely achieves its goals, then, by definition, it is simply not a good team. Therefore, to achieve results:

- Commit publicly to specific goals.
- Put pressure on yourself and others to achieve the desired outcome.
- Don't place a higher value on loyalty than performance.

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This is one of the team's top three greatest challenges (see page 36).

#### AREA OF AGREEMENT

Team members seem to have a lot of agreement in this area.

#### AREA OF DISAGREEMENT

Scores varied significantly, so this area needs to be better understood across the team.

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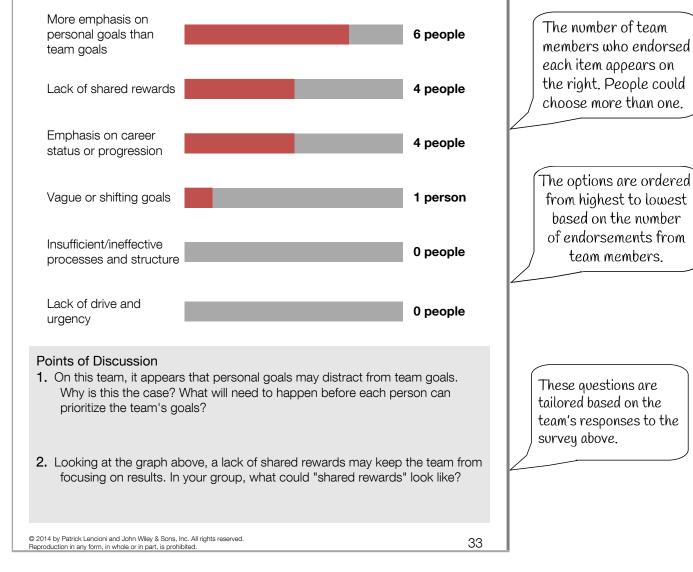
The next two pages will wrap up the Results portion of the report. This page gives an opportunity for some rich discussion. You can let the team have a free discussion as they look over the top portion of the page, or if you need to move through the page more quickly, you can direct them to focus on the questions at the bottom.

#### **Common Distractions**

#### What is needed to focus on results?

Teams have difficulty staying focused on results because of self-interest and selfpreservation. As part of the assessment, you and your team members had an opportunity to identify what you believe might be a distraction from results for the people on your team. The number of people (out of 8) who selected each distraction appears next to the corresponding bar below. Note: You had the option to select all that apply.

Some distractions that keep us from focusing on results are:



FACILITATION Do the "Video Review"

and "Team Scoreboard"

activities before

launching into this page.

This page is designed to pull the Results section together and help the team decide on its next steps.

#### Taking Action to Achieve Results

There is no getting around the fact that the only measure of a great team is whether it accomplishes what it sets out to accomplish. Great teams ensure that all members, in spite of their individual responsibilities and areas of expertise, are doing whatever they can to help the team accomplish its goals. Consider the importance of focusing on collective results, outlined below, as you create an action plan.

## A Team That Is Not Focused on Results...

Stagnates/fails to grow

Is easily distracted

- Rarely defeats competitors
   Loses achievement-oriented
- Loses achievement-oriented
   employees
- Encourages team members to focus on their own careers and individual goals
- A Team That Focuses on Results...
- Retains achievement-oriented
   employees
- Minimizes individualistic behavior
- Enjoys success and suffers failure acutely
- Benefits from individuals who subjugate their own goals/interest for the good of the team
- Avoids distractions

#### Action Plan

Summary

Use the following questions to help build an action plan for your team.

- 1. Based on the team survey (page 31), it appears that achieving results is difficult for this team right now. To what degree do team members feel that achieving results is a group effort rather than an individual effort? What specific changes can the team make to help team members feel motivated to achieve team results?
- 2. One of the areas where your team rated itself lowest is "valuing collective success more than individual success." Do team members call one another out when someone puts his or her personal needs above the team's needs? If not, what are some specific obstacles keeping them from doing so?

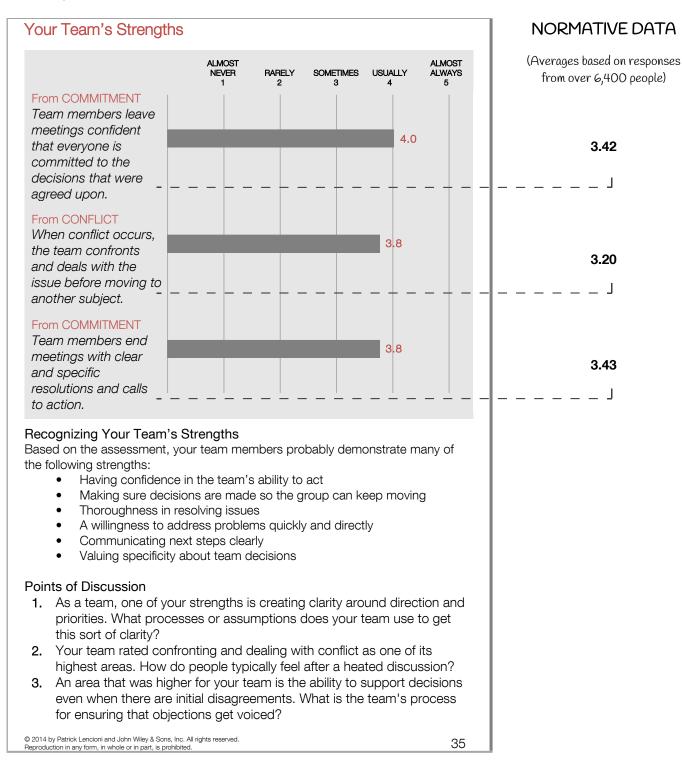
These questions are tailored based on the team's responses to the Results portion of the assessment (page 31).

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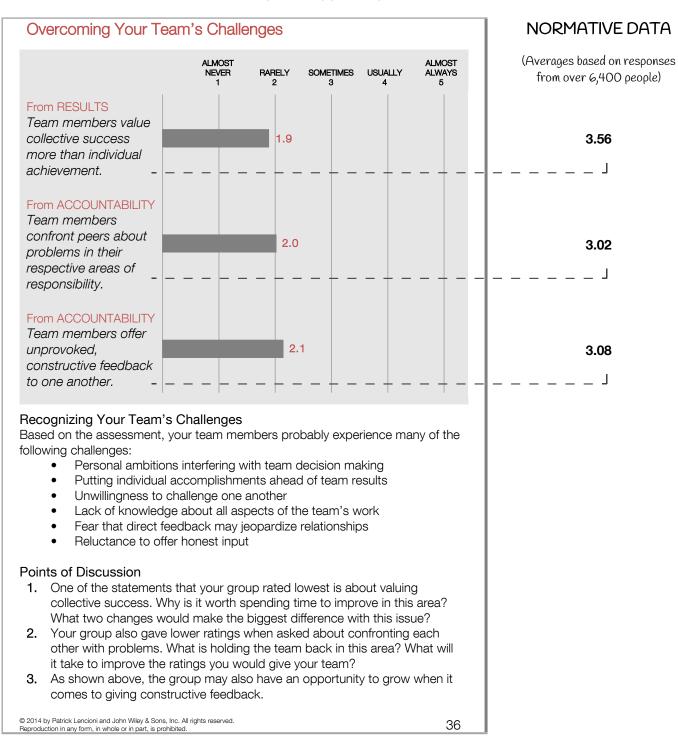
34

The gray box illustrates both the absence and the presence of results on a team.

This page shows the top three areas where your team scored highest relative to other behavioral statements in the assessment. Understanding and continuing to leverage your team's strengths is as important as identifying and correcting its weaknesses.



This page shows the three areas where your team scored lowest relative to other behavioral statements in the assessment. To improve the cohesiveness of your team, you and your team must understand and address these areas.



### Appendix: Question Ranking

Below you will find all 20 questions ranked from this team's highest to lowest average score. The average scores for this team (DecisionTech Leadership Team) appear in the first box to the right. In the second box to the right, you will find the average score for all teams that have taken the assessment. This information is not in the participant reports.

	ALMOST NEVER 1	RARELY 2	SOMETIMES 3	USUALLY 4	ALMOST ALWAYS 5	THIS team's avg. score	Avg. score for ALL teams
1. Commitment Team members leave meetings confident that everyone is committed to the decisions that were agreed upon.						4.00	3.42
2. Conflict When conflict occurs, the team confronts and deals with the issue before moving to another subject.						3.75	3.20
3. Commitment Team members end meetings with clear and specific resolutions and calls to action.	_	-		•		3.75	3.43
4. Commitment Team members support group decisions even if they initially disagree.				1		3.63	3.76
5. Results Team members are quick to point out the contributions and achievements of others.	-	-	-			3.63	3.54
6. Conflict During team meetings, the most important—and difficult—issues are discussed.						3.50	3.42

### Appendix: Question Ranking

	ALMOST NEVER 1	RARELY 2	SOMETIMES 3	USUALLY 4	ALMOST ALWAYS 5	THIS team's avg. score	Avg. score for ALL teams
7. Conflict Team members voice their opinions even at the risk of causing disagreement.	-	_				3.50	3.40
8. Commitment The team is clear about its overall direction and priorities.	-					3.50	3.55
9. Conflict Team members solicit one another's opinions during meetings.	-		-			3.38	3.60
10. Results When the team fails to achieve collective goals, each member takes personal responsibility to improve the team's performance.						3.25	3.23
11. Results Team members willingly make sacrifices in their areas for the good of the team.	_		-			3.13	3.40
12. Trust Team members ask one another for input regarding their areas of responsibility.						3.00	3.33
13. Accountability Team members question one another about their current approaches and methods.	-		-			2.88	3.07

### Appendix: Question Ranking

	ALMOST NEVER 1	RARELY 2	SOMETIMES 3	USUALLY 4	ALMOST ALWAYS 5	THIS team's avg. score	Avg. score for ALL teams
14. Trust Team members willingly apologize to one another.	_	-	-			2.88	3.35
15. Trust Team members acknowledge their weaknesses to one another.			•			2.63	2.81
16. Trust Team members are unguarded and genuine with one another.	_	-				2.25	3.34
17. Accountability Team members offer unprovoked, constructive feedback to one another.						2.13	3.08
18. Accountability The team ensures that members feel pressure from their peers and the expectation to perform.	_	-				2.13	2.97
19. Accountability Team members confront peers about problems in their respective areas of responsibility.						2.00	3.02
20. Results Team members value collective success more than individual achievement.		-				1.88	3.56



### **Appendix: Percentiles**

Below you will find this team's average scores and percentiles for each of the five behaviors. The percentile refers to the percent of average scores (for all teams that have taken the assessment) that fall below DecisionTech Leadership Team's average score. For example, if the DecisionTech Leadership Team's score is in the 85th percentile, it is higher than 84% of other teams' scores. This information is not in the participant reports.



	Your Team's Average Score	Percentile
Trust	2.69	16 %
Conflict	3.53	70 %
Commitment	3.72	72 %
Accountability	2.28	2 %
Results	2.97	20 %