**Team Accountability Assessment**

**Sixteen Best Practices**

**SEE IT**

Obtaining the Perspectives of Others:

\_\_\_\_\_\_\_\_\_ (Grade)

* How well do we gather others’ perspectives?
* Do we apply this to every level in our organization, as well as to people outside our organization, such as suppliers, customers, and even competitors?

**Communicating Openly and Candidly**:

\_\_\_\_\_\_\_\_\_ (Grade)

* Do we cover every important topic—especially the ones that make us feel uncomfortable—during a meeting rather than in the hallway after the meeting?
* Do We encourage honest discussion and debate?

**Asking for and Offering Feedback:**

 \_\_\_\_\_\_\_\_\_ (Grade)

* Do we make feedback a daily habit?
* Do we give and receive feedback in a positive, appreciative way?

**Hearing the Hard Things:**

\_\_\_\_\_\_\_\_\_ (Grade)

* Do we welcome the truth about a situation without fear of defeat or retribution?
* Do we acknowledge the realities that are getting in the way of achieving Key Results?

**OWN IT**

**Demonstrating Personal Investment**:

\_\_\_\_\_\_\_\_\_ (Grade)

* Do we keep people involved in what’s happening throughout our organization, or do we allow people to say, “It’s not my job”?
* Do we seek agreement that getting Key Results is everyone’s job?

**Learning from Both Success and Failure:**

\_\_\_\_\_\_\_\_\_ (Grade)

* Do we encourage people to risk failure and learn from mistakes and setbacks?
* Do we learn from our success and reward people accordingly?

**Aligning Work with the Key Results**:

\_\_\_\_\_\_\_\_\_ (Grade)

* Does everyone see how their work connects to Key Results?
* Do people align their work priorities with those Key Results?

**Acting on Feedback:**

\_\_\_\_\_\_\_\_\_ (Grade)

* Do we communicate our willingness to act on the feedback we receive?
* Do we expect others to act on the feedback we give?

**SOLVE IT**

**Asking Constantly “What Else Can I Do?”**

: \_\_\_\_\_\_\_\_\_ (Grade)

* Do we stress “else” (different) rather than “more”?
* Do we emphasize the need for the need for creative problem solving and innovation?

**Collaborating across Functional Boundaries:**

\_\_\_\_\_\_\_\_\_ (Grade)

* Do we remove obstructing silos?
* Do we foster cross-functional communication and collaboration?

**Conquering Obstacles:**

\_\_\_\_\_\_\_\_\_ (Grade)

* Do we look for ways over or around roadblocks to success?
* Do we welcome bold new ideas for solving problems?

**Taking the Necessary Risks:**

\_\_\_\_\_\_\_\_\_ (Grade)

* Do we take risks in the face of potential failure?
* Do we encourage and reward calculated risk taking?

**DO IT**

**Doing the Things I Say I’ll Do**:

\_\_\_\_\_\_\_\_\_ (Grade)

* Are people doing what they say they’ll do?
* Do we leave meetings with action lists detailing who will do what by when?
* Do we follow up on those commitments?

**Staying Above the Line by Not Blaming Others:**

 \_\_\_\_\_\_\_\_\_ (Grade)

* Do we discourage excuse making and blaming others?
* Do we respectfully call people out for slipping Below the Line?

**Identifying the “Who” in “Who Will Do What by When?”:**

\_\_\_\_\_\_\_\_\_ (Grade)

* Do we define roles before and during a meeting?
* Do people accept new roles when necessary?

**Creating and Sustaining an Environment of Trust**:

\_\_\_\_\_\_\_\_\_ (Grade)

* Do we interact with others in a spirit of humility, honesty, and respect?
* Do we let people know we expect the same from them?

Adopting and perfecting the Sixteen Best Practices will help you create a Culture of Accountability, the best gift you will ever give your organization. It’s worth repeating: ***Either you manage your culture, or it will manage you.***