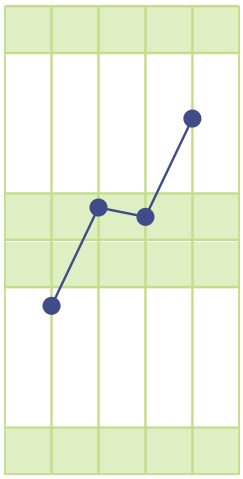
TEAM AUDIT: Sample Team

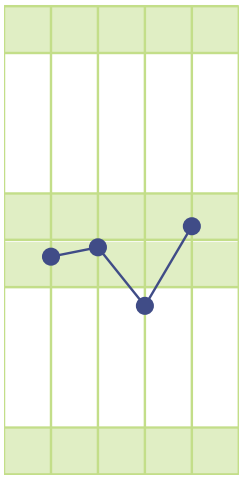
21/03/2018
Private & Confidential

Team Members

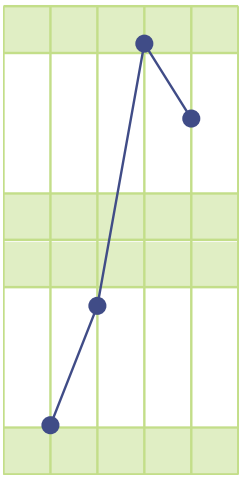
Ms Bloggs



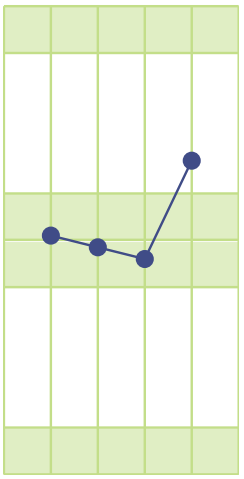
Ms Bloggs



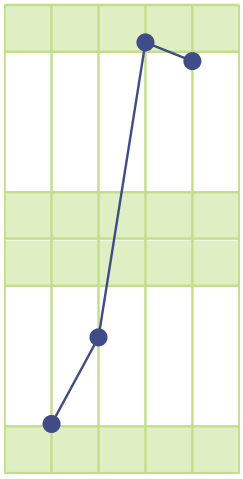
Ms Bloggs4



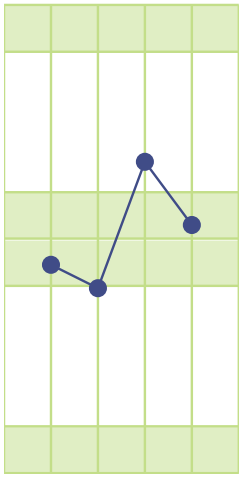
Mr Bloggs3



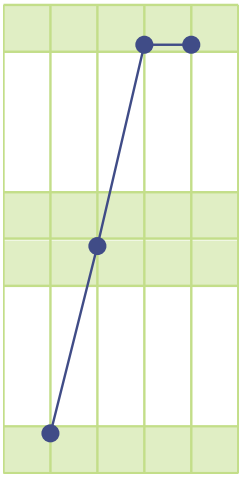
Ms Bloggs



Ms Bloggs



Mrs Bloggs



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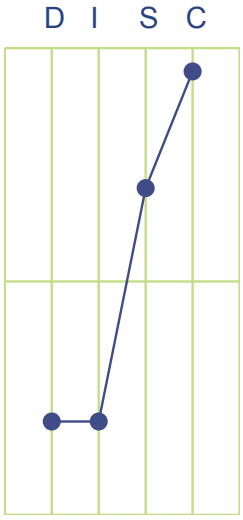
ACTUAL TEAM CULTURE



TEAM STRENGTHS

This group objectively evaluates both situations and the performance of others. It exercises patience in most instances and logically strives to find the 'perfect' solution. The team uses its knowledge and expertise in order to achieve satisfactory standards. It works to predetermined and agreed timescales and evaluates the consequences before taking action or making decisions.

The team likes to tackle specialist/technical problems, identifying the root cause and attempting to find a satisfactory solution. Once a practical outcome is defined, it will follow through until the assignment is complete and a high quality result achieved.

This disciplined team strives to find the best solution and will work continuously towards achieving a culture of high quality, satisfaction and service.

TEAM REACTION TO CHANGE

Due to a need for security and structure this group has a dislike for change and may initially feel threatened by it. However, it is continually seeking to improve standards and therefore, will listen and consider what is being proposed. The team needs time to qualify for itself the value of such change and will objectively rather than emotionally assess the situation before expediting action. This group is unlikely to take risks, but once it is able to qualify the benefits of change and is clear about the action needed it will proceed.

PREFERRED TEAM LEADER

The person leading a team such as this should ideally be analytical by nature and have very high standards. The leader should be supportive, nurturing and able to recognise when the team needs help. There should be an ability to set and clearly define objectives as well as provide realistic timescales with which to work. The leader should be a good listener who encourages members to voice their opinions. Short-cut methods should not be enforced but the need to complete a task accurately should be recognised.

TEAM VALUE

The environment in which a team works, the level at which it operates and the value it brings to the organisation are vital factors in its success or failure.

The value this team brings to the organisation is as follows:

- Adhering to procedures and applying logic in order to achieve goals and objectives.
- Following instructions and enforcing directives.
- Planning, organising and completing daily tasks.
- Overcoming problems by investigating the facts and assessing the risk.
- Providing technical or specialist knowledge in order to achieve high standards.
- A desire to retain the status quo in order to stabilise people and situations.

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TEAM LIMITATIONS

All teams have strengths which bring value to the organisation, but equally they also have limitations. This team's limitations are that they may:

- Not enthuse, inspire and motivate others.
- Not always show independence and if unsure be reluctant to venture into the unknown.
- Get bogged down in detail thus slowing down the whole team process.

Notes:

Education, experience, aptitude and knowledge are vital factors in team members and should be considered in conjunction with the above observations.

TEAM ROLE CHART

The Team Role Chart below identifies the intensity of each role within this Team. The roles fall into three categories, strengths, balanced, or limitations.

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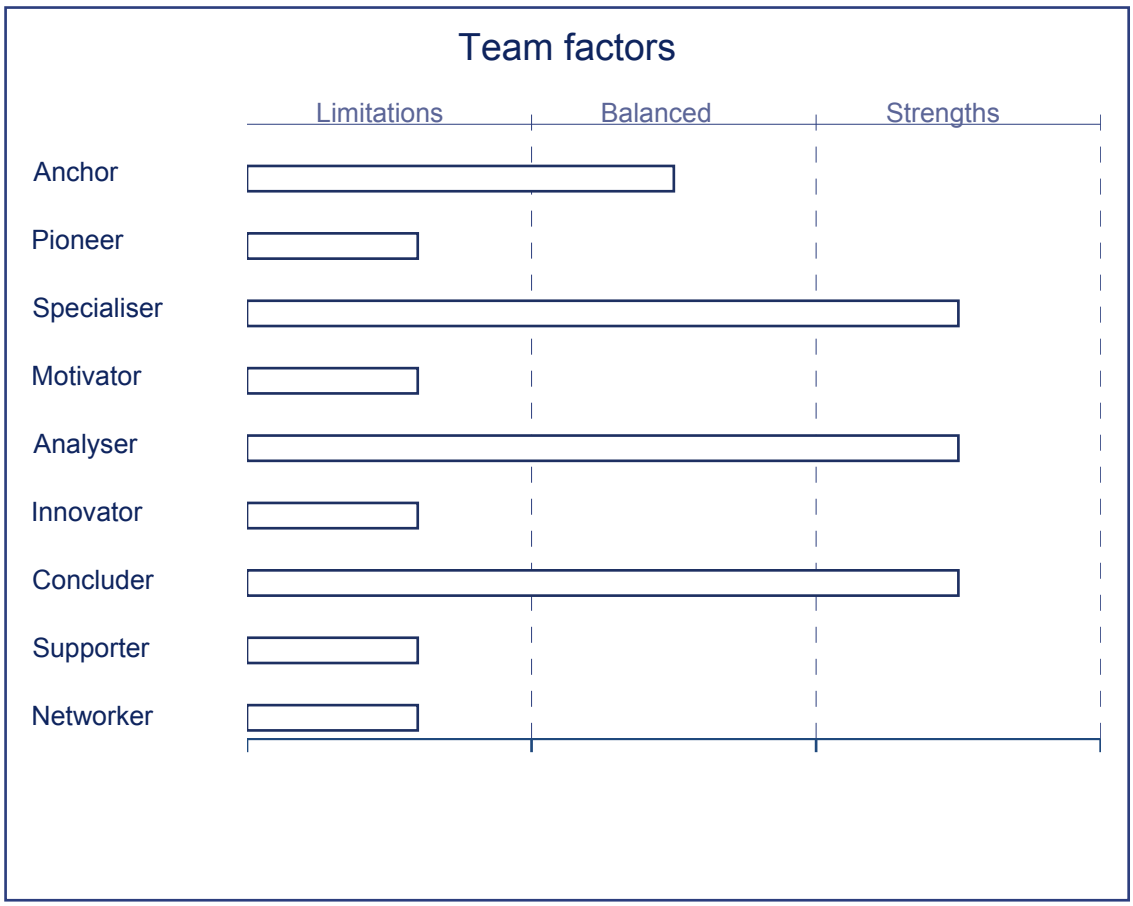

LIMITATIONS

The comments below refer to the team's potential limitations. We cannot over-emphasise the importance of considering the effect this may have on the team's ultimate ability to work together and provide optimum results, especially if they are identified as vital to the Ideal Team. However, if they are not flagged above as vital, then the likelihood is that their absence will not have a significant impact.

Pioneer

The shortfall of Pioneer members in the team indicates that it may not develop and achieve long-term objectives, goals and results. It may not have the courage to move forward in the face of uncertainty.

Motivator

The apparent shortfall of Motivator people in this team could lead to a lack of enthusiasm and team spirit. This could result in the group failing to work together in an effective manner.

Innovator

This team may be limited by the lack of Innovator competence amongst it. As such, it may not have the ability to create and develop new ideas, face new challenges and come up with imaginative solutions to difficult problems.

Networker

There appears to be a shortfall of members who have Networker skills within the team. Therefore, it may not have the ability to develop a wide range of contacts and resources or find it easy to build external relationships.

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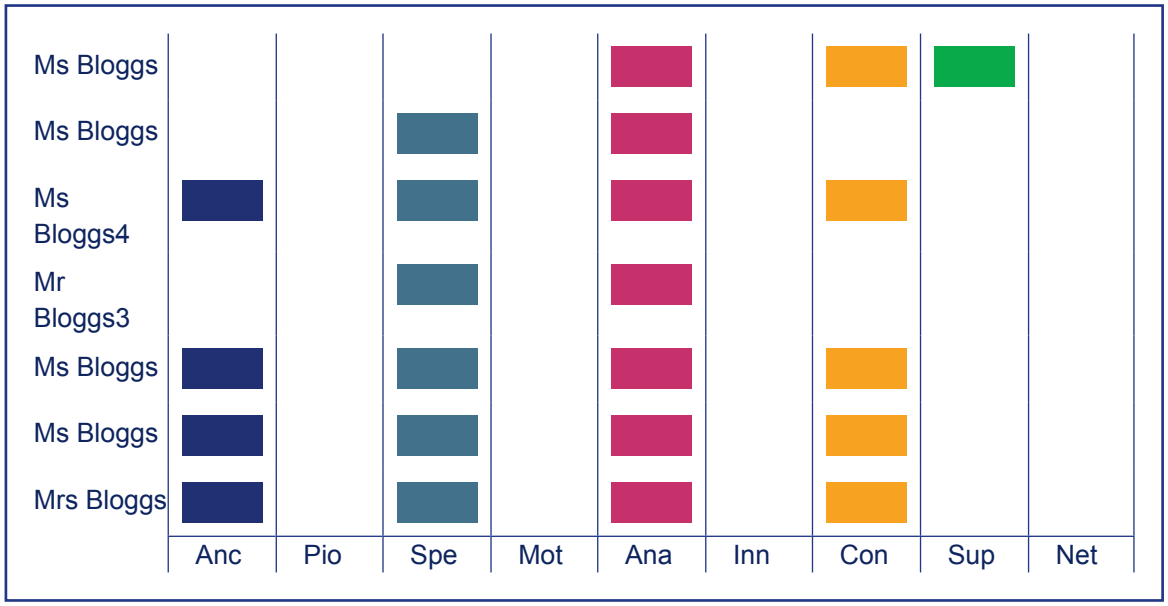

Team Factor Key					
Anc	Anchor		Ana	Analyser	
Pio	Pioneer		Inn	Innovator	
Spe	Specialiser		Con	Concluder	
Mot	Motivator		Sup	Supporter	
			Net	Networker	

ANCHOR

- Possesses good organisation strengths
- Prepared to work hard
- Tackles problems in a systematic manner
- Sense of what is achievable, feasible and valuable
- Not concerned with the pursuit of self-interest
- Prepared to do what has to be done in an efficient manner

PIONEER

- Self-motivated, energetic and a need to achieve
- Assertive challenger and will push others into decisions and actions
- Thrive best when confronted and in pressure situations and will generate action
- Challenge the status quo and prepared to make unpopular decisions for positive action in negative situations

SPECIALISER

- Quality, high standards, technical expertise and hard work
- Possess a single-minded attitude
- Commit themselves to becoming technical/specialist expert in a narrow area of skill or knowledge

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MOTIVATOR

- Ability to persuade others
- Maximise their contributions within the team
- Draws out the talent in people
- Rarely shows prejudice

ANALYSER

- Probing, single-minded and serious individuals
- Think things though and are shrewd decision takers
- Consider all factors to provide detailed and factual advice
- Excel in areas which involve strategic planning

INNOVATOR

- Starting new projects or assisting a team which is failing to achieve its objectives
- Innovative and creative ideas for new products and services, reduce costs and improve performance
- However, their thoughts and ideas may be far reaching and could lack any form of constraint

CONCLUDER

- Hard work, attention to detail and the fulfilment of promises
- Good listeners and have a high level of concentration and desire to provide error free information
- Aspiring to high standards, they rarely start a task which they cannot finish
- Work well within a clearly defined procedure but are likely to want to complete one task before commencing another
- Usually good at meeting agreed time schedules

SUPPORTER/NURTURER

- Brings to the team encouragement and the ability to reduce tension
- Willingness to help members resolve personal problems
- Generate desire within the team to co-operate
- Usually put both the team and its results before anything else
- Prepared to listen to others usually seen as a good team member

NETWORKER

- Networks a team to make external contacts and search for, as well as organise resources
- Good communicators both inside and outside the team
- Adding value and seeking opportunities

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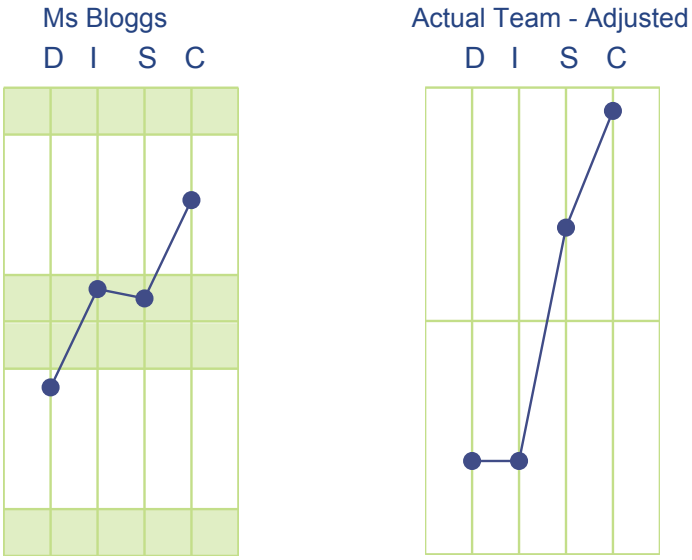
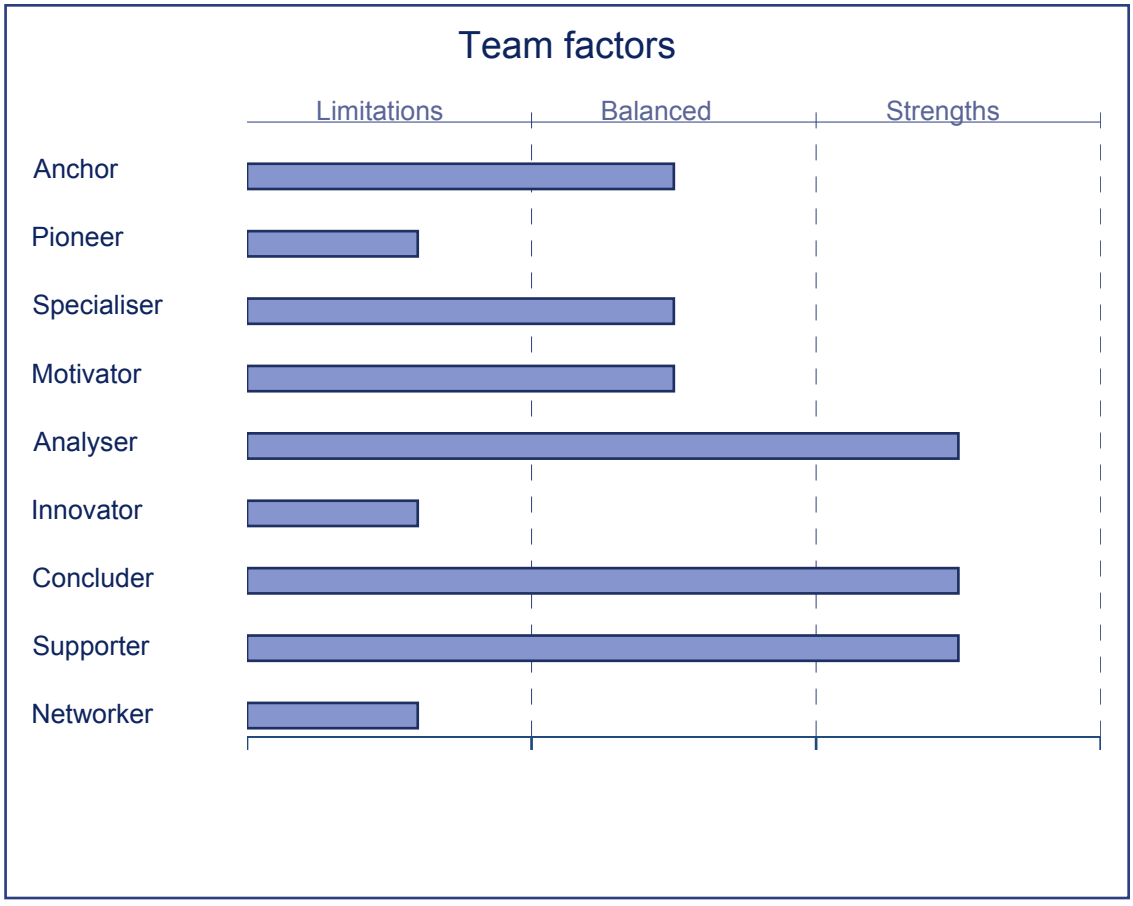
Ms Bloggs





CONTRIBUTION TO THE TEAM

Ms Bloggs's major contribution to the team is likely to be as follows:

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ANALYSER

Ms Bloggs researches, analyses and perfects products and procedures. She generally ensures that high standards and quality are maintained through rigorous monitoring.

Ms Bloggs is a probing, single minded and serious individual who enjoys making evaluations of thoughts, ideas, suggestions and information. She likes to think things through and is a shrewd, rather than quick, decision taker. Analysers are renowned for considering factors and as such, Ms Bloggs can be relied upon to provide a variety of detailed and factual advice. Ms Bloggs is likely to excel in areas which relate to strategic planning.

CONCLUDER

Ms Bloggs ensures procedures and systems are implemented in order to monitor and control situations. She can turn plans and ideas into practical solutions.

Hard work, attention to detail and the fulfilment of promises are factors which define Ms Bloggs. She is a good listener, has a high level of concentration and a desire to provide error free information. Aspiring to high standards, she rarely starts a task which she cannot finish. Ms Bloggs will be particularly good when working within clearly defined procedures but is likely to want to complete one task before commencing the next. She will be good at meeting pre-determined time schedules.

SUPPORTER AND NURTURER

Ms Bloggs is very effective in a team because of her supportive and caring approach. She enjoys helping others achieve common goals.

Because she builds up relationships on trust which prosper in a harmonious environment, she will generally be well liked by the other team members who value her approach. Having good listening skills, she is able to relate well to others, becoming a sounding board for many of their ideas, hopes, dreams and visions. She will try to resolve problems within the team.

WORKING IN & WITH THE ACTUAL TEAM

Ms Bloggs has good people skills and enjoys communicating with those around her. However, a more reserved and probing individual is called for who will approach problem solving in a practical rather than emotional manner. As such, Ms Bloggs could be seen by others as verbally over-powering and too concerned with the need to create favourable impressions.

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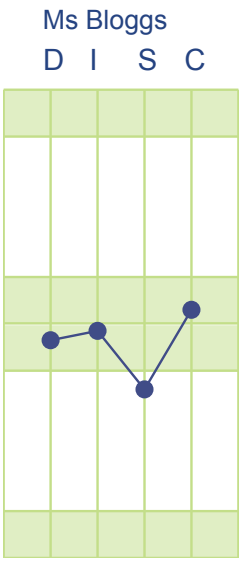
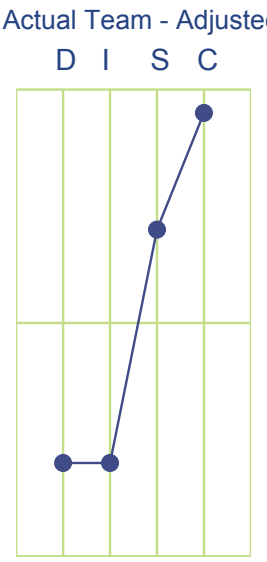
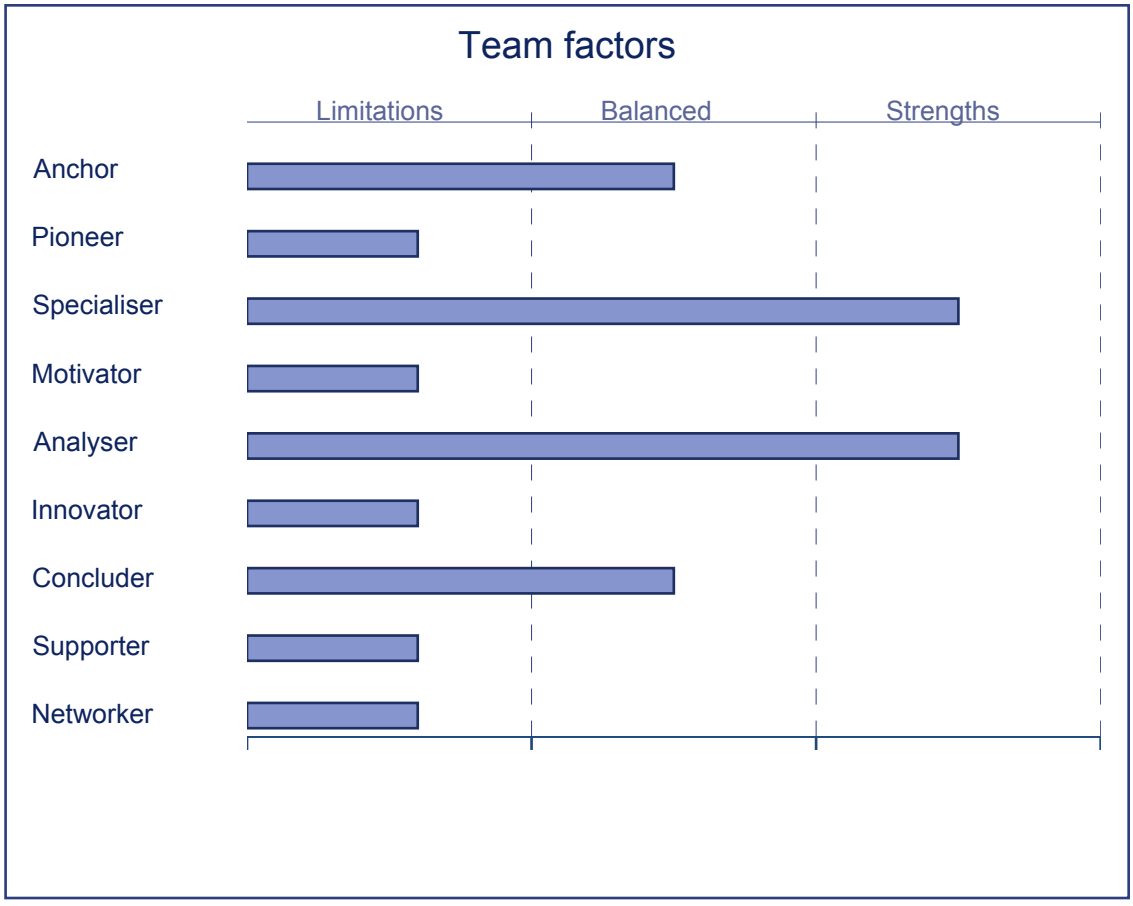
Ms Bloggs







CONTRIBUTION TO THE TEAM

Ms Bloggs's major contribution to the team is likely to be as follows:

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SPECIALISER

This perfectionistic person tends to analyse and research information for the team. She will often specialise in an area of interest to her and provide technical expertise to those members who are unwilling or disinterested in studying the finer details.

She is committed to maintaining high quality standards and ensuring that they are met. She is able to create and introduce new systems and procedures to cover all eventualities. Because of her need for accuracy, she may be intolerant of those who do not attempt to deliver work that is not as carefully researched or presented as she would like.

She is a reluctant delegator, believing that others are unlikely to do the work as well as she could. There may be times, therefore, when she suffers from work overload. In spite of her intolerance of shoddy standards, she will invariably try to correct substandard work in a most diplomatic way, preferring to rely on written communication in order to avoid verbal conflict.

ANALYSER

Being highly analytical Ms Bloggs will consider all avenues and options and weigh up all the pros and cons before submitting an opinion. She will set very high standards and not only expect, but demand that these standards be adhered to. Ms Bloggs's preferred style of communication is in writing and she will present ideas in a factual, logical and highly organised manner.

She is an inquisitive individual who prefers to be given time to think through various courses of action.

WORKING IN & WITH THE ACTUAL TEAM

When compared with the actual culture of this team there are differences. Ms Bloggs is active and restless by nature and can become bored with routine work. As such she could lack the necessary persistence and dependability defined. Therefore, she may not be disciplined and consistent when executing tasks or supporting others. As a result, Ms Bloggs is unlikely to have the desired patience and tolerance required for team assignments.

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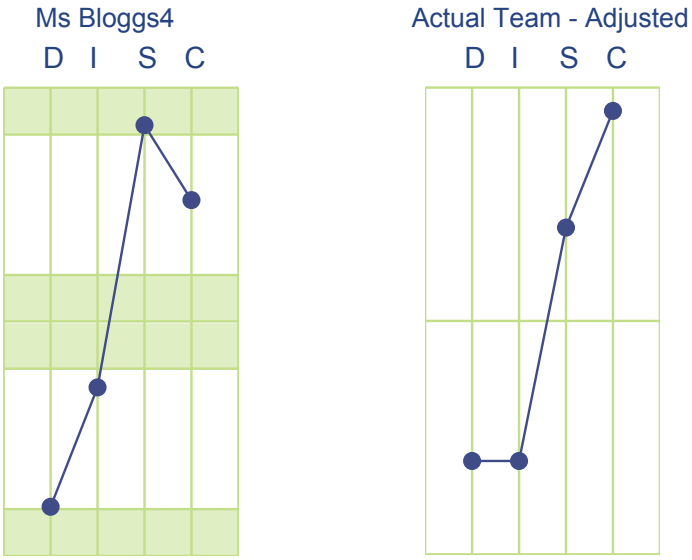

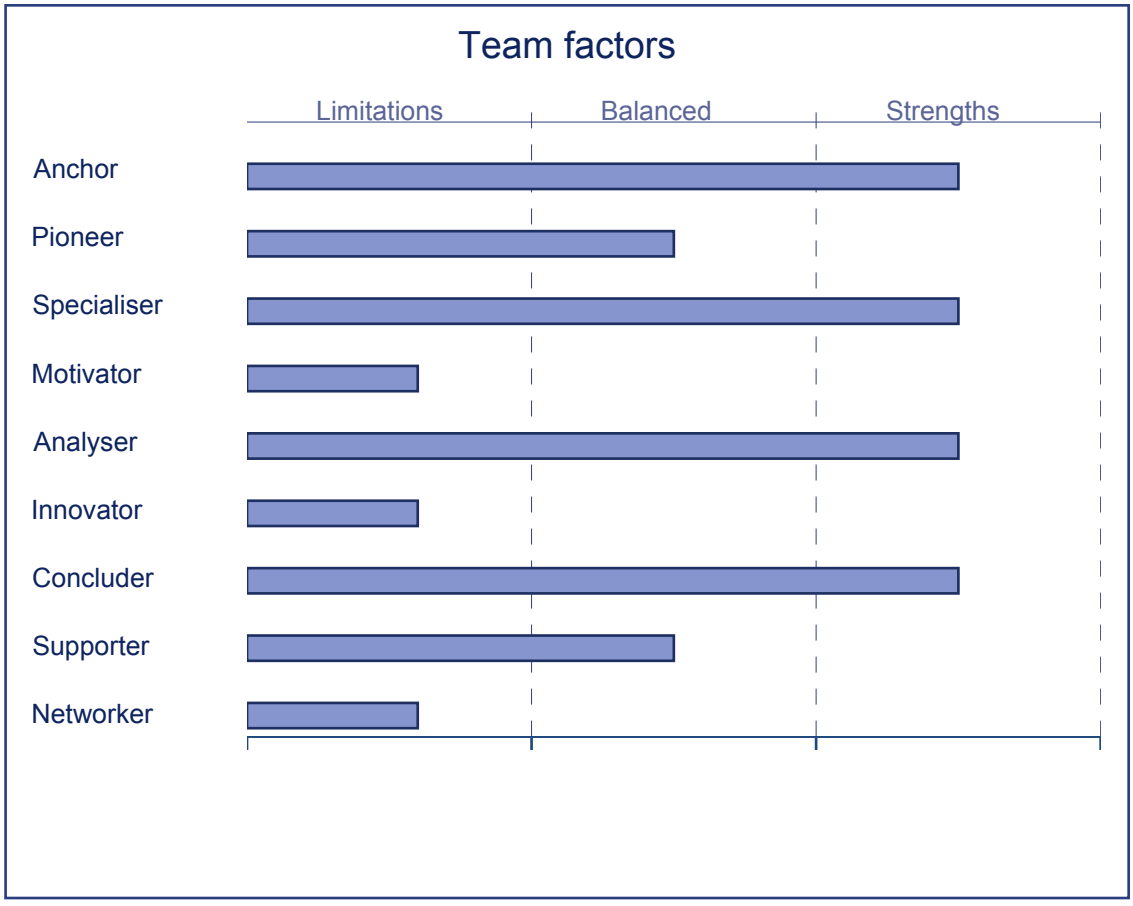

CONTRIBUTION TO THE TEAM

Ms Bloggs4's major contribution to the team is likely to be as follows:

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ANCHOR

Ms Bloggs4 is a loyal team member and is a hard worker especially in a role that involves her in planning, organising and administering within set procedures.

She develops rhythm and co-ordination in procedures and generally has a steady and patient approach. As an Anchor Ms Bloggs4 normally has the ability to concentrate and follow through on projects. Not being overly verbal, she will, through her steady approach, get on with the task at hand in a reliable and systematic way.

SPECIALISER

Ms Bloggs4 relies upon technical knowledge and specialist expertise in order to create and deliver workable solutions.

Quality, high standards, technical expertise and hard work epitomise the Specialiser. As such Ms Bloggs4 may possess a single minded attitude and commit herself to becoming a technical/specialist expert, probably in a narrow area of skill or knowledge.

ANALYSER

Ms Bloggs4 is a determined perfectionist who will let little stand in her way when searching for the correct result or insisting on the achievement of accurate and logical standards of performance.

She will ensure that all aspects of her work assignments are carefully and objectively evaluated, never allowing personal preference or subjective consideration to cloud her outlook. Her approach will be thorough and detailed. Because of her systematic and analytical investigative nature, Ms Bloggs4 will be able to make a worthwhile contribution to the strategic evaluation and operational planning of most business issues.

CONCLUDER

Being a team player, Ms Bloggs4 will work hard and consistently to bring ideas and thoughts to a logical conclusion.

She is well organised and systematic in her approach and bringing structure and procedure to most situations. Ms Bloggs4 may get frustrated if there are too many balls in the air, preferring to deal with and complete one task before proceeding to the next.

Ms Bloggs4 is an attentive listener and is likely to gain the respect of her colleagues through her knowledge and expertise and the capacity to provide sound advice and recommendations.

WORKING IN & WITH THE ACTUAL TEAM

When comparing Ms Bloggs4's profile with the culture of this team there are minor discrepancies. She has a good match in terms of her major strengths which suggests that she is in line with the culture of the team. The differences in terms of the other factors are minor which would suggest that although the emphasis in behavioural terms may not be totally the same when compared with the Team Culture Ms Bloggs4 should be comfortable with the standards set by the group.

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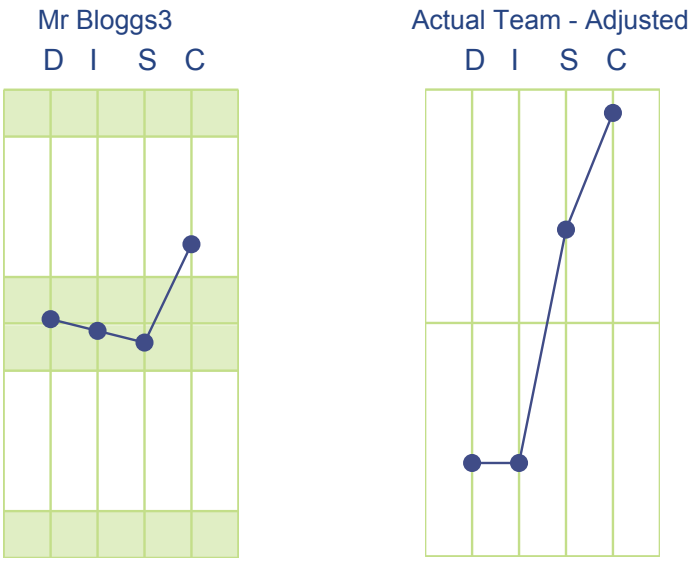

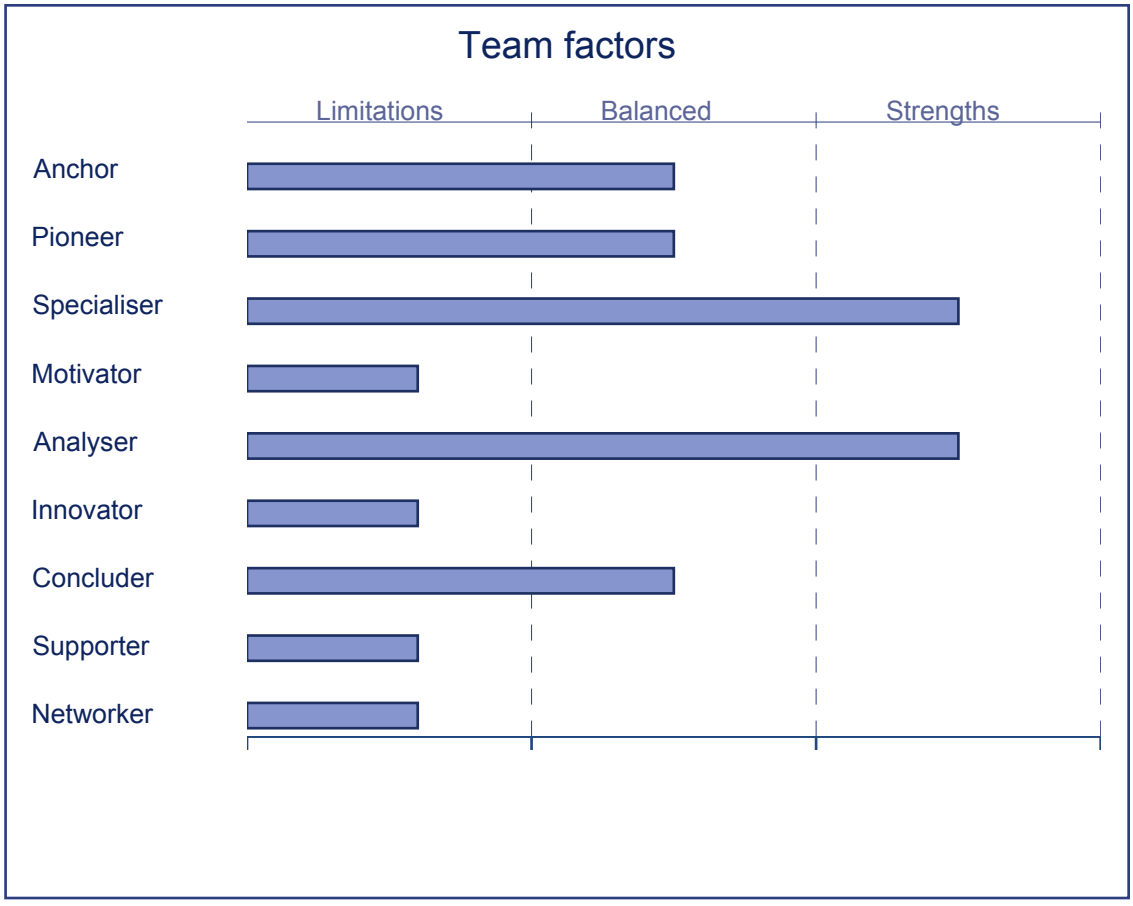

CONTRIBUTION TO THE TEAM

Mr Bloggs3's major contribution to the team is likely to be as follows:

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SPECIALISER

The attainment and maintenance of standards and quality would be the hallmark of Mr Bloggs3. She may often be seen as uncompromising in her stance, particularly in areas where she has technical expertise, experience and knowledge.

Mr Bloggs3 will bring logic and systematic thinking to problem solving but in areas where she is not confident may be somewhat more withdrawn and undecided before voicing an opinion or taking a firm position.

ANALYSER

Mr Bloggs3 as an Analyser is usually the most quality concerned and risk aware person in a team, always ensuring that standard operating procedures are adhered to.

She is good at solving technical problems and often excels in areas concerned with strategic issues. Being systematic, probing and conscientious Mr Bloggs3 will require detailed explanations and a thorough understanding of the situation before undertaking tasks or assignments.

Analysers are recognised by their penchant for detail and adherence to policies, rules and precedent.

WORKING IN & WITH THE ACTUAL TEAM

When compared with the actual culture of this team there are differences. Mr Bloggs3 is active and restless by nature and can become bored with routine work. As such she could lack the necessary persistence and dependability defined. Therefore, she may not be disciplined and consistent when executing tasks or supporting others. As a result, Mr Bloggs3 is unlikely to have the desired patience and tolerance required for team assignments.

Finally, this forceful and inquisitive individual may not be as accommodating and non-assertive as required. Because of her personal commitment and focus, she may push people too hard which long-term could cause pressure and discomfort for other team members. Mr Bloggs3 is likely to act without reference rather than adopt a hesitant and non-demanding approach to situations.

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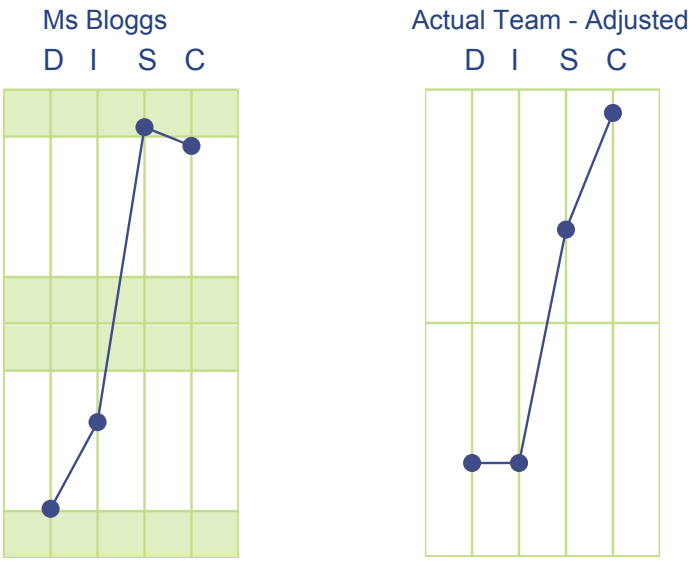

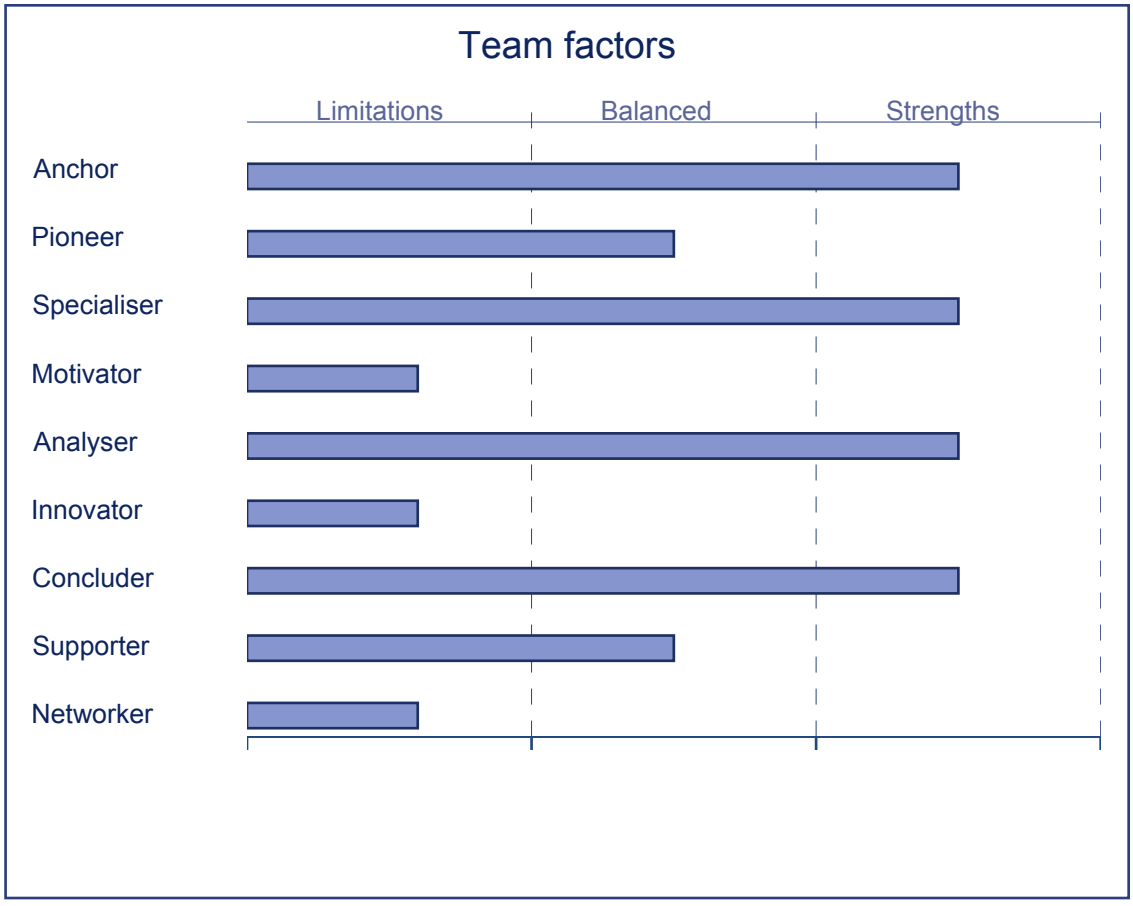

CONTRIBUTION TO THE TEAM

Ms Bloggs's major contribution to the team is likely to be as follows:

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ANCHOR

Ms Bloggs has a natural affinity for team membership. She is reliable especially in tasks which include planning, organising and administering.

She is able to organise the day-to day issues most efficiently and will make sure that all projects are finalised. A methodical person, she will focus on maintaining existing systems and administrative procedures. Because she is reliable and supportive, Ms Bloggs can be depended upon to attend to all functions, which require patience and persistence. However, she can be stubborn and unyielding if she feels the demands are unjust or unwarranted.

SPECIALISER

Ms Bloggs will contribute precise and logical systems and solutions to the organisation.

She will, as a Specialiser, create and implement demanding quality standards and will, through hard work, research and specialisation, establish a reputation for herself as an expert in her chosen field.

She possesses the important attributes of risk awareness, appraising people and performance and concentrating on detail. Ms Bloggs is capable of complying closely with systems, policy and procedures. She will avoid risk whenever possible.

ANALYSER

Ms Bloggs brings invaluable research and analytical functions to a team. She is a cautious decision-maker, ensuring that no rash commitments are incurred. She prefers to work without time constraints in order to arrive at perfect solutions.

She is serious and probing, and enjoys projects requiring in-depth investigation and the evaluation of thoughts, ideas and suggestions. Ms Bloggs can be relied upon to produce work of a high standard. She relates best to people who understand and relate to her interest in technical or specialised activities and therefore enjoys working in a team of like-minded members.

CONCLUDER

Ms Bloggs's work style is typified by a systematic approach to the achievement of accurate results, attention to detail and a determination to get things finished.

She is likely to be sensitive to the views and opinions of others with a capacity to listen attentively. She has long concentration spans and is driven to complete assignments to the highest possible standards. Ms Bloggs works best in those areas where procedures are clearly defined.

WORKING IN & WITH THE ACTUAL TEAM

When comparing Ms Bloggs's profile with the culture of this team there are minor discrepancies. She has a good match in terms of her major strengths which suggests that she is in line with the culture of the team. The differences in terms of the other factors are minor which would suggest that although the emphasis in behavioural terms may not be totally the same when compared with the Team Culture Ms Bloggs should be comfortable with the standards set by the group.

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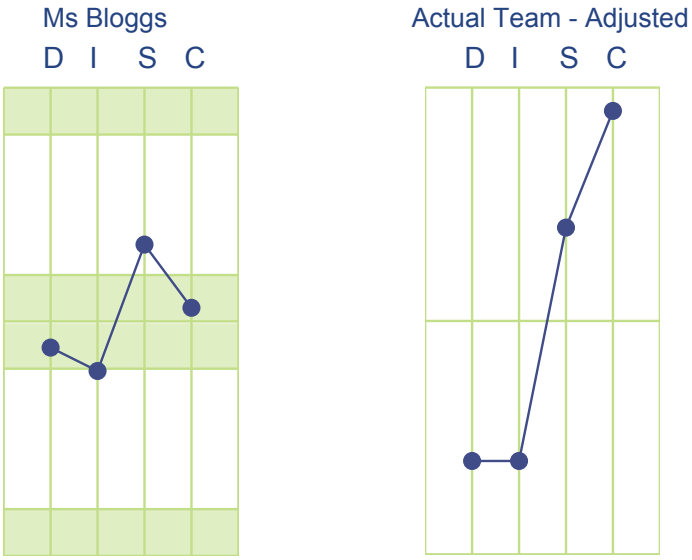
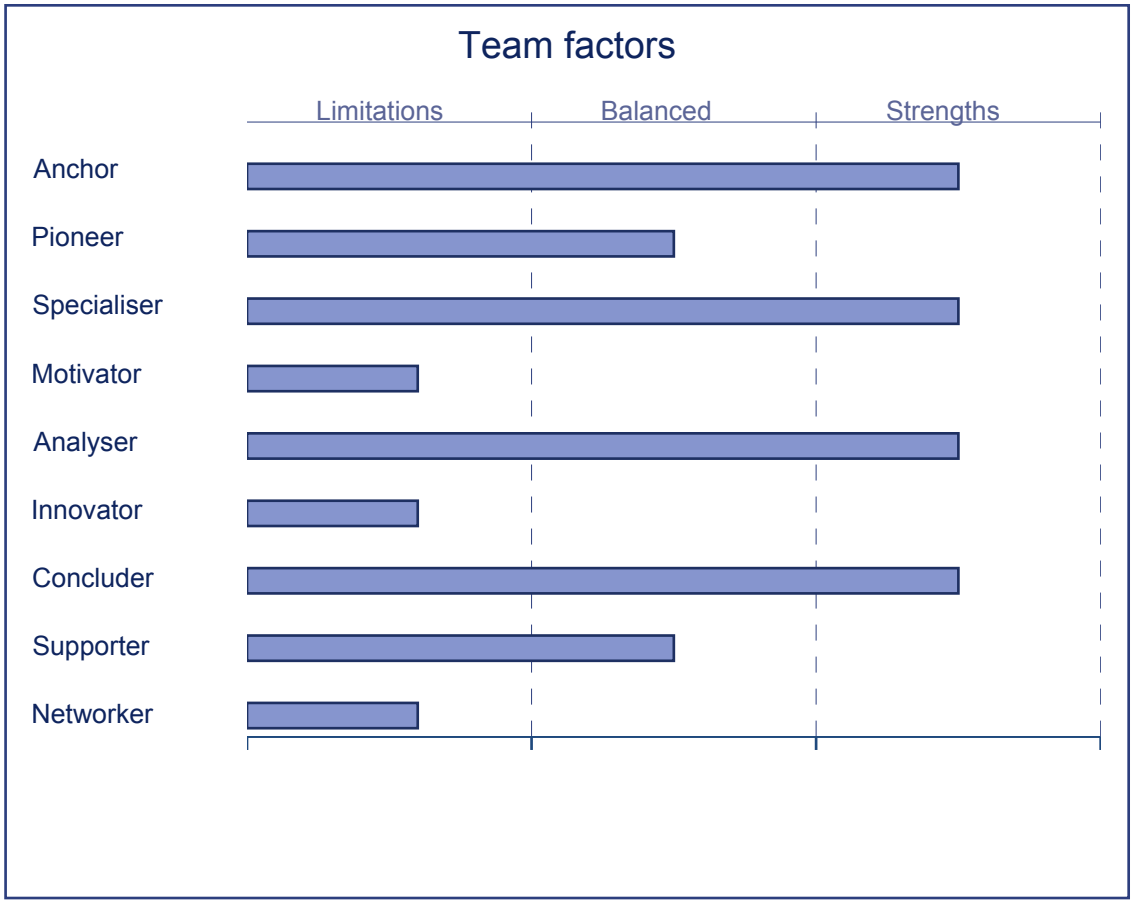
Ms Bloggs





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She is able to organise the day-to day issues most efficiently and will make sure that all projects are finalised. A methodical person, she will focus on maintaining existing systems and administrative procedures. Because she is reliable and supportive, Ms Bloggs can be depended upon to attend to all functions, which require patience and persistence. However, she can be stubborn and unyielding if she feels the demands are unjust or unwarranted.

SPECIALISER

As a Specialiser Ms Bloggs prefers jobs where the main requirement is that of working to high standards and maintaining quality.

Her strengths lie in specialist and technical areas. She has an analytical approach to problem solving and will use all of her systematic, precise and detailed attributes to evaluate all options before proceeding. Her motivation will come from a secure team environment, particularly with clearly defined objectives, operational procedures and limits of authority.

ANALYSER

Ms Bloggs brings invaluable research and analytical functions to a team. She is a cautious decision-maker, ensuring that no rash commitments are incurred. She prefers to work without time constraints in order to arrive at perfect solutions.

She is serious and probing, and enjoys projects requiring in-depth investigation and the evaluation of thoughts, ideas and suggestions. Ms Bloggs can be relied upon to produce work of a high standard. She relates best to people who understand and relate to her interest in technical or specialised activities and therefore enjoys working in a team of like-minded members.

CONCLUDER

Ms Bloggs is dependable and precise. She will follow through and complete all assignments and projects in a most detailed and practical manner.

Ms Bloggs is amiable, accommodating and a good listener. As a Concluder she has a critical and deliberate approach to problem solving, carefully collating all the necessary information. Her steady and self-controlled approach will enable her to contribute fully to the team, especially when there are clearly defined procedures.

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When comparing Ms Bloggs's profile with the culture of this team there are minor discrepancies. She has a good match in terms of her major strengths which suggests that she is in line with the culture of the team. The differences in terms of the other factors are minor which would suggest that although the emphasis in behavioural terms may not be totally the same when compared with the Team Culture Ms Bloggs should be comfortable with the standards set by the group.

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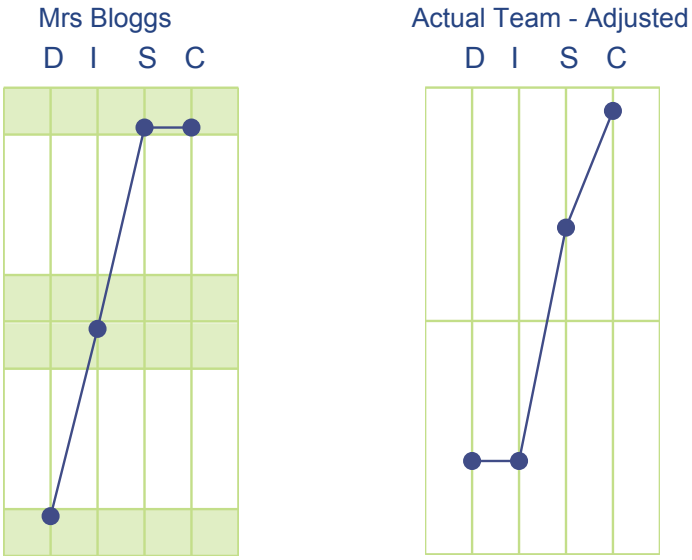

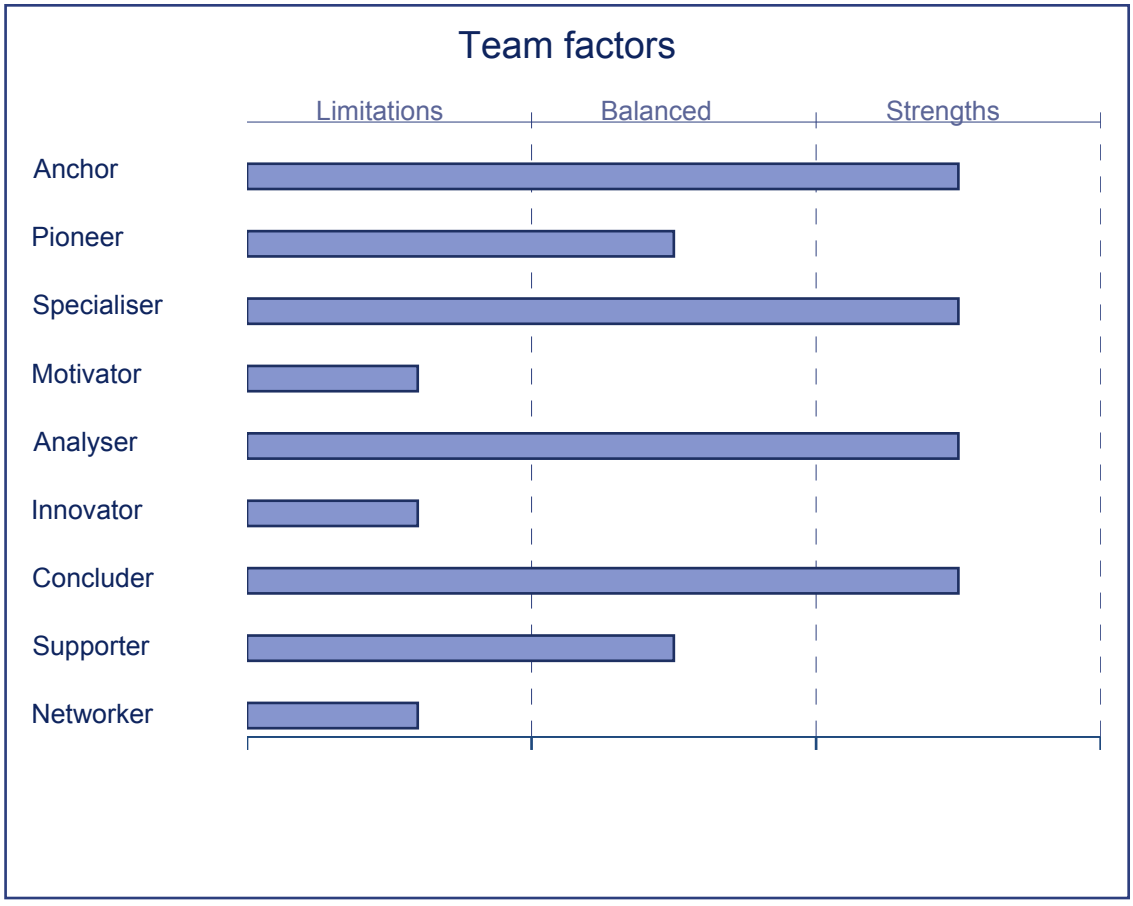

CONTRIBUTION TO THE TEAM

Mrs Bloggs's major contribution to the team is likely to be as follows:

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ANCHOR

Mrs Bloggs plans, organises and administers procedures to provide reliability and dependability both within and outside the team.

She possesses good organisational strengths, is prepared to work hard and usually tackles problems in a systematic manner. As an Anchor she is reliable and has a sense of what is achievable, feasible and valuable. Mrs Bloggs tends to be a loyal team member and is not concerned with the pursuit of self-interest. She is generally prepared to do what has to be done in an efficient manner.

SPECIALISER

This perfectionistic person tends to analyse and research information for the team. She will often specialise in an area of interest to her and provide technical expertise to those members who are unwilling or disinterested in studying the finer details.

She is committed to maintaining high quality standards and ensuring that they are met. She is able to create and introduce new systems and procedures to cover all eventualities. Because of her need for accuracy, she may be intolerant of those who do not attempt to deliver work that is not as carefully researched or presented as she would like.

She is a reluctant delegator, believing that others are unlikely to do the work as well as she could. There may be times, therefore, when she suffers from work overload. In spite of her intolerance of shoddy standards, she will invariably try to correct substandard work in a most diplomatic way, preferring to rely on written communication in order to avoid verbal conflict.

ANALYSER

Mrs Bloggs researches, analyses and perfects products and procedures. She generally ensures that high standards and quality are maintained through rigorous monitoring.

Mrs Bloggs is a probing, single minded and serious individual who enjoys making evaluations of thoughts, ideas, suggestions and information. She likes to think things through and is a shrewd, rather than quick, decision taker. Analysers are renowned for considering factors and as such, Mrs Bloggs can be relied upon to provide a variety of detailed and factual advice. Mrs Bloggs is likely to excel in areas which relate to strategic planning.

CONCLUDER

Mrs Bloggs ensures that the ideas of others are implemented. She is practical and hardworking and is able to finish off assignments to the satisfaction of the team.

She is attentive to detail and will follow systems and procedures to their logical conclusion. Mrs Bloggs would prefer to complete one task before starting another.

Because she has the capacity to listen carefully, she is able to understand others' point of view. Mrs Bloggs prefers to rely on proven practices and procedures and her delivery is generally of a reliably high standard and error free.

WORKING IN & WITH THE ACTUAL TEAM

When comparing Mrs Bloggs's profile with the culture of this team there are minor discrepancies. She has a good match in terms of her major strengths which suggests that she is in line with the culture of the team. The differences in terms of the other factors are minor which would suggest that although the emphasis in behavioural terms may not be totally the same when compared with the Team Culture Mrs Bloggs should be comfortable with the standards set by the group.

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