TrueStep HR

FOR THE PERSON WHO BOUGHT THE TEAM ASSESSMENT

Team Debrief Guide

Use this guide to lead a 60 minute team discussion and work toward three agreed actions.

Prepare

20 minutes to read the report in the right order and send one short note.

Run it

A timed 60 minute agenda with the exact words to open each part.

Follow through

An action sheet, a 30 day check in and a 90 day retest note.

START HERE

How to use this guide

Read the guide before your meeting, then use the agenda and sample questions to lead the conversation.

What you need

- Your team report, printed or on screen. Download the PDF on your team page.
- 60 minutes with your managers, in a room or on a call.
- This guide, and a copy of the action sheet for each person.

Who is in the room

- You, as the person who bought the seats.
- The managers who took the assessment.
- If you are a consultant, ask your client's leader to send the note and open the session, then lead from the agenda.

Seats can be used for 12 months from their order. If managers missed the window, add a group from your team page.

You will leave with

- Three actions for the next 30 days.
- An owner for each action.
- A first step and a date for each action.
- A sign that tells you it is working.

Three ground rules, in words you can say

1. **We talk about the team, the pattern and the work.**
   The report shows combined results. We keep the talk on the pattern and recent situations.
2. **Each person's own report is theirs to share or keep.**
   Each manager can download a personal report. Do not ask anyone to share it or explain their score.
3. **The report is for development.**
   We use it to decide what to practice next, and for nothing else.

If these managers report to you

If these managers report to you, your role may affect what they say. Open with an example of your own, name one change you will make and invite their views. Taking the assessment yourself is your choice. If you do, your response is one of the combined results like any other.

Where to find what you need

Page 3	**Before the session**	Read the report in order, answer three questions, send the note.
Page 4	**The 60 minute agenda**	A timed table with the words to open each part.
Pages 5 to 7	**Questions by area**	Five questions for each area, and how scores vary.
Page 8	**When the room gets hard**	Six cases, with what to say word for word.
Pages 9 and 10	**Action sheet, after the session**	Write the three actions, then check in at 30, 60 and 90 days.

BEFORE THE SESSION

20 minutes of preparation

Read the report once, in this order. Read all five parts before choosing what to discuss.

1. **Where the team sits overall**
   Read the stage name and the sentence under it. Look at the bar, if your report shows one. Is it one block or split?

2. **The two highest scoring areas**
   Use the areas the report names, two at most. If it names none, choose two together. Write down one moment from last month that fits each.

3. **The two areas to work on first**
   Read each card and the first step for the team. If all seven areas are at the same level, the report names none. Choose two together.

4. **How scores vary, in All seven areas**
   With 3 or 4 responses the report does not show this, so skip it. Otherwise mark every Mixed or Wide area. A Wide area deserves time of its own.

5. **How to read this report**
   Read the box at the end, so you can answer questions. Strong starts at 3.5, Established at 2.6 and Developing at 1.6.

In a Shared group, add this to the opening script: The people who manage this team can read each person's report. We will not ask anyone to discuss a score.

Three questions to answer for yourself

- Where do I help the first two areas along, and where might I get in their way?
- What would I be glad to hear in the room, and what would be hard to hear?
- How much time and attention can I truly give these actions in the next 30 days?

Bring to the session

- The team report, one copy each or on a shared screen.
- The action sheet on page 9, one copy each.
- A clock you can see, and a pen.
- One example of your own from last month, to go first.

A note to send your managers the day before

Subject: Our team conversation on _____

Hello team,

Thank you for taking the Manager Readiness Assessment. Our team report is ready. It shows combined results. In a small group, people who know the team may still be able to guess roughly how one person responded, so we will talk about the work and not guess anyone's score. On _____ at _____ we will take 60 minutes to read it together and agree on three actions for the next 30 days. Please bring one recent situation where leading your people went well or was hard. Your own report is yours to share or keep.