Creating a High-Performing Hybrid Remote Team – Current State Assessment

Please grade your organization or team on its efforts (or plans) to create a high-performing, highly-engage virtual/hybrid team. **Assign your grade for the category as a whole**. In the right-hand column, **note a few tangible actions you will take to earn a higher grade by the first quarter of 2023.**

A = Nailed it   B = Almost there   C = Room for improvement   D = Pretty good start   E = Not even close

Category	May include:	Your grade	Priority actions for 2023 may include:
Communication	• Access and consistent use of team communication channels, both synchronous and asynchronous (e.g. email, video meetings, phone, text, team portals, project-specific channels) • Understanding and enforcement of team communication norms • Team meeting participation • Participation in unscheduled, informal conversations		
Collaboration	• Access to timely, relevant information, including status reports • Shared understanding of roles, accountabilities, reporting relationships, and success metrics • Handoff processes • Ability to influence, make decisions • Opportunities to ask for help or offer assistance to others		
Connections	• Understanding how people's work connects to the mission, vision, and goals of the team and the whole organization • Ability to maintain and cultivate collegial and social connections • Participation in team celebrations		
Culture	• Understanding and appreciation for the organization's culture, including values and norms		

Category	May include:	Your grade	Priority actions for 2023 may include:
Support from Managers and Peers	• Regular feedback and performance support from manager, peers, other influencers • Opportunities for building/honing skills and cultivating knowledge to excel in current roles • Chance to take on new "stretch" projects leading to job, career growth		
Professional Development Opportunities	• Access to professional development opportunities, including formal and informal training, mentoring, conference participation, meeting attendance, etc. • Recognition, appreciation and rewards • Opportunities to gain visibility with senior leaders and other influencers and decision-makers		
Access to Technology	• Access to needed technology, both for remote work and in onsite meeting areas • Comfort and confidence in using chosen technologies • Access to related training and support		
Other Category?	•		