

## Maintaining an Equitable Workplace in an Asymmetrical World – Progress to Date

Please grade your organization or team on its efforts (or plans) to create a level playing field among all members of your virtual/hybrid team, regardless of work location. **Assign your grade for the category as a whole.** In the right-hand column, **note a few areas that you feel merit the most immediate attention.**

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

Category	May include:	Your grade	Specific areas where improvements are most urgently needed
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Access and consistent use of team communication channels, both synchronous and asynchronous (e.g. email, video meetings, phone, text, team portals, project-specific channels)</li> <li>• Understanding and enforcement of team communication norms</li> <li>• Team meeting participation</li> <li>• Participation in unscheduled, informal conversations</li> </ul>		
<b>Collaboration</b>	<ul style="list-style-type: none"> <li>• Access to timely, relevant information, including status reports</li> <li>• Shared understanding of roles, accountabilities, reporting relationships, and success metrics</li> <li>• Handoff processes</li> <li>• Ability to influence, make decisions</li> <li>• Opportunities to ask for help or offer assistance to others</li> </ul>		
<b>Connections</b>	<ul style="list-style-type: none"> <li>• Understanding how people's work connects to the mission, vision, and goals of the team and the whole organization</li> <li>• Ability to maintain and cultivate collegial and social connections</li> <li>• Participation in team celebrations</li> </ul>		
<b>Culture</b>	<ul style="list-style-type: none"> <li>• Understanding and appreciation for the organization's culture, including values and norms</li> </ul>		



**guidedinsights**

breakthrough conversations  
for bottom-line results

<b>Support from Managers and Peers</b>	<ul style="list-style-type: none"><li>• Regular feedback and performance support from manager, peers, other influencers</li><li>• Opportunities for building/honing skills and cultivating knowledge to excel in current roles</li><li>• Chance to take on new “stretch” projects leading to job, career growth</li></ul>		
<b>Professional Development Opportunities</b>	<ul style="list-style-type: none"><li>• Access to professional development opportunities, including formal and informal training, mentoring, conference participation, meeting attendance, etc.</li><li>• Recognition, appreciation and rewards</li><li>• Opportunities to gain visibility with senior leaders and other influencers and decision-makers</li></ul>		
<b>Access to Technology</b>	<ul style="list-style-type: none"><li>• Access to needed technology, both for remote work and in onsite meeting areas</li><li>• Comfort and confidence in using chosen technologies</li><li>• Access to related training and support</li></ul>		