

## TOOL DESCRIPTION

# Psychological Safety Assessment



**This assessment can serve as a starting point for discussing the level of psychological safety within a team or group.**

High-performing teams are measured by two factors: Result orientation and psychological safety. The latter is especially critical for creating a culture in which mistakes can be openly discussed and people can learn from them.




Psychological safety is generated by the small actions of each team member as well as of the team leader. This questionnaire will provide a series of questions covering all the aspects where psychological safety can be generated as well as destroyed, depending on the team members and leaders' actions.

This tool can help you to find out how much you contribute to psychological safety in your team.

It will guide you through self-assessment and reflection processes so you can measure your contribution, and it can be used to retrieve feedback from your team members.

<b>Duration</b> 30–75 min	<b>Participants</b> unspecified	<b>Facilitation</b> printed out assessments
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# Psychological Safety Assessment | Process

<b>Self-assessment</b> 5 min 	<b>Individual reflection</b> 5 min 	<b>Apply the results – agree on actions</b> 30–60 min 
<p>Each team member including the leader is asked to take a couple of minutes to answer the 10 questions. (Attention: there are 2 different questionnaires). Important: Be truthful when answering the questions; you can only benefit from this tool if you answer the questions truthfully. For the assessment, ensure that a questionnaire has been printed out for each team member.</p>	<p>Give each person individually time to reflect on the results by asking the following guiding questions:</p> <ul style="list-style-type: none"><li>• What concerns you?</li><li>• What surprised you?</li><li>• Where do you need to take action or would like to change something?</li></ul>	<p>Do not let the results simply sit there. Use them to develop your team and increase psychological safety. Discuss the results and reflections in the team and agree on topics where you want to improve as a team. Depending on the psychological safety in the team this discussion can be held in a plenary talk or as a short process with small group discussions to create a suitable atmosphere. For larger teams, the OPERA process (see Tool “OPERA”) might be suitable. The assessment will serve as a starting point, but the work that comes afterwards is what really makes an impact.</p>

# Psychological Safety Assessment | Working Template for Leaders

		1	2	3	4	5
A	I create a framework and atmosphere so that everyone on our team can talk openly about concerns, fears and anxieties.					
B	I also talk openly about my own weaknesses and mistakes in my team.					
C	I create a climate that makes it easy for everyone to contribute ideas, knowledge and personal experience – even those who find it less easy to do so.					
D	I let every team member know that they are accepted in our team, especially if they are different or thinks differently.					
E	I value the different skills and talents of all team members and give them an opportunity to use them.					
F	When mistakes happen, I make sure we learn from them for the future and don't look for people to blame.					
G	I regularly create the time together, the framework and the atmosphere that enables us to openly discuss problems and sensitive issues as a team.					
H	I treat all team members with respect and communicate with them in an appreciative manner.					
I	(Optional): My additional comments and additions to the topic "Psychological safety in the team":					

(1) Do not agree at all (2) Disagree (3) Partly, partly (4) Agree (5) Fully agree

# Psychological Safety Assessment | Working Template for Employees

		1	2	3	4	5
A	In our team we have an atmosphere so that everyone in the team can speak openly about worries, concerns and fears.					
B	In our team we openly talk about our own weaknesses and mistakes					
C	In our team we have a climate that makes it easy for everyone to contribute with ideas, knowledge and personal experience - even for those who find it not so easy (e.g. people who are more introverted).*					
D	Every team member is accepted in the team, especially when he/she is or thinks differently.*					
E	In our team the different skills and talents of all team members are appreciated and everyone has the opportunity to employ them appropriately.*					
F	If mistakes happen, we as a team learn from them for the future instead of looking for the culprits.*					
G	We regularly take time (e.g. meetings), so that the we as a team can openly discuss problems and sensitive topics.*.					
H	In the team we treat all team members with respect and communicate with everyone in an appreciative manner.*					

(1) Do not agree at all (2) Disagree (3) Partly, partly (4) Agree (5) Fully agree