

# TEAM LEAD ROUNDING QUESTIONS

## Start with Positivity

- What is your favorite thing about being part of this Employee Driven Team?
- What's a recent moment where you felt proud of the work our team is doing?
- Is there an initiative or accomplishment you're especially proud of right now?

## Growth and Development

- What skills or strengths do you feel you bring to the team?
- Are there any skills or strengths you'd like to use more within the team?
- How can I better support your growth or development in this role?

## Engagement and Contribution

- Do you feel you're able to contribute in a way that fits your strengths?
- How can we better utilize your skills and abilities?
- Are you able to contribute in a way that feels meaningful to you?
- Is there anything getting in the way of your full participation (meetings, action items, etc.)?

## Team Structure and Participation

- Do you feel we have the right people at the table?
- Is there anyone else (role or department) you think should be involved?
- Do we have the right people at the table, or are there voices missing?
- How can we improve collaboration within the team or with other teams?
- What suggestions do you have to make meetings more effective or engaging?

## **Attendance and Accountability (if needed)**

- Is there anything we can adjust to make attending meetings easier?
- Do you feel supported by your leader in balancing this work with your role?
- What helps you stay accountable to your commitments?

## **Meeting Effectiveness**

- What suggestions do you have to make our meetings more effective or meaningful?
- What should we start, stop, or continue doing in our meetings?

## **Improvement and Innovation**

- What do you see as our team's biggest challenge right now?
- What is our greatest opportunity?

## **Flexibility in Role**

- Do you feel clear on your role within the team right now?

## **Collaboration and Communication**

- How can we improve communication within or across teams?

## **Ownership and Follow-Through**

- Do you feel clear on your action items and deadlines after each meeting?
- Do you feel clear on expectations before leaving meetings?
- Is anything getting in the way of completing your assignments?
- When challenges come up, how comfortable do you feel asking for help or clarification?
- How do you see your role in championing the team's work outside of meetings?

- How effectively are action items distributed among team members, and what opportunities do you see to improve ownership and follow-through?
- Do you feel the workload and ownership of action items is shared effectively? Why or why not?
  - What would make it easier for team members to take accountability?

### **Attendance and Engagement**

- Do you feel supported in making time for this work?
- What could help you stay more connected when you're unable to attend?

### **Belief and Purpose**

- What keeps you motivated to be part of this work?
- Do you feel connected to the purpose of this team?
- How can we strengthen that sense of purpose and impact?

### **Close on Positive**

- Is there anything additional you'd like to share or ask?
- What's one thing you're looking forward to with this team?

### **Recommendations**

- Ask 2-4 questions per rounding. Select questions based on team dynamics
- Listen for themes
- Follow up on what you hear and close the feedback loop.
- Recommend revisiting team commitments by re-signing [commitment agreements](#) during this rounding session. Additionally, review the purpose statements and points of emphasis on your specific employee team action plans to ensure alignment and accountability.