

THE FIVE DYSFUNCTIONS OF A TEAM ASSESSMENT: SETUP GUIDE

Introduction

The Five Dysfunctions Team Assessment helps teams uncover their greatest strengths and opportunities, providing a shared starting point for building greater trust and effectiveness. Setting up and managing the assessment is done once you login to the Table Group console, where you'll create your team, invite participants, and access your results. This guide will walk you through each step of the process. While the assessment is designed to be completed by an entire team to provide a comprehensive picture of team dynamics, individuals can also take it to better understand their own perspective of how the team is functioning.

Team-Based Assessment Process

There are several steps required in setting up a team for their Assessment.

1. PURCHASE 5D TEAM ASSESSMENT LICENSES

During the checkout process you will be prompted to create an account with an email and password. After purchasing your team assessment licenses, you will have access to the console to begin the team setup process. You can either enter your console immediately after payment or you can return to our website at app.tablegroup.com.

2. VISIT YOUR CONSOLE

The Organizational Health Console is where you setup the 5D Team Assessment by entering the team members' email addresses and customizing a message to participants.

3. SET UP TEAM ASSESSMENT

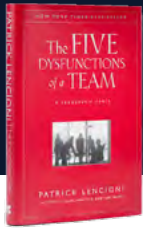
When logged into the console, select the Five Dysfunctions Tab. Click "Get Started" under "Team Assessment Setup" and fill in the details of the team. Once the setup is complete, each team member will receive an email with instructions on how to complete the Assessment. In addition, your team members have the option to go to our website at app.tablegroup.com/find-assessments

to access the Assessment and submit their responses. No password is required – only their email address.

As the main contact, you can return to your console at any time to check the status of your team or to make any necessary edits or changes. Once all participants have completed the Assessment, you will receive the final report via email, in Adobe Acrobat (PDF) format, along with suggestions on how to facilitate a discussion of the results. The report includes a detailed analysis of the team's strengths and weaknesses along with tips for maintaining or improving team cohesion.

5D TEAM ASSESSMENT PROGRESS REPORT

Existing teams can retake the assessment to measure their progress over time. Before getting started, make sure you have enough assessment licenses for all participating team members. Additional licenses can be purchased in our store. From your Console, identify the team you want to retest, then select "Retest" under the Actions heading on the far right. Follow the prompts to complete the setup process. You may add or remove team members during setup. The new Team Assessment Report will show the team's progress and provide a side-by-side comparison of the current and previous results.



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Individual Assessment Process

As mentioned above, the assessment is designed to be completed by an entire team to provide a comprehensive picture of team dynamics, individuals can also take it to better understand their own perspective of how the team is functioning.

1. PURCHASE 5D TEAM ASSESSMENT LICENSES

During the checkout process you will be prompted to create an account with an email and password. After purchasing your team assessment license, you will be given access to the console to begin the setup process. You can either enter your console immediately after payment or you can return to our website at app.tablegroup.com.

2. VISIT YOUR CONSOLE

The Organizational Health Console is where you setup the 5D Team Assessment by entering the name, company and email address of the participant. You can either take the Assessment yourself or assign the Assessment license to another individual.

3. CREATE INDIVIDUAL ASSESSMENT

From your Administrator's Console, select "Get Started" next to "Need to setup an Individual Assessment?" Enter the individual's name, company and email address. If you are the person taking the Assessment, you will be prompted to begin the Assessment immediately. If you assign the license to another individual, they will receive an email inviting them to take the Assessment. The participant will be the only person that receives the final report, as we maintain the confidentiality of all responses.

Please note: You will not have the ability to combine individual responses into a team report. If you want a team-based report, please select "Team Assessment Setup" from your console.