

Date:

Area:

A) Progress

What was done, observed, and noted.

B) Employee aspects

This section records observations related to the employees.

1) Employee types

0=not visible,
1=somewhat visible,
2=visible,
3=very visible

Names



Innovators

Imagination, new ideas and concepts; highly independent, engaged, set their own pace, define goals, make plans, and organize people.



Integrators

Strive to achieve cooperation among everyone despite major possible differences; ensure team stability.



Advisors

Listen well and do not impose their opinions; strong analytical skills, able to validate and analyze different options, avoid hasty decisions.



Controllers

Insist on meeting deadlines and ensuring all commitments are kept; review details, facts, and figures.

2) Team dynamics

0=not visible,
1=somewhat visible,
2=visible,
3=very visible

Names

Control Employees intervene in a steering role.		
Stability Employees come and go.		
Familiarity Employees know each other.		
Cohesion Employees work together.		
Flexibility Employees act both formally and informally.		
Homogeneity Employees share common interests.		
Not knowing (to understand, master, foresee)		
Not being able (to be capable, feasible, conceivable)		
Not wanting (<u>toward</u> : wishing/ hoping, intending, planning, striving; <u>away from</u> : being obliged/ forced/ assigned, complying)		
Not being allowed (to be authorized, empowered, permitted)		

3) Other Aspects

Names

Organisation		
Leadership approach		
Information		
Infrastructure		