



Two Minute Reads: A series of tips that improve your performance at work in no time!

Susan Cain, Ed.D., Co-founder at The Corporate Learning Institute, writes about how training can be leveraged for your organization's benefit.

Team Meeting Starter Tool: Conducting a Team Check-In

A team check-in allows your group to get to know each other and to quickly get a sense of people's energy and intentions. The team check-in asks that each member report how they are doing on a 1-10 scale both personally and professionally. The leadership opportunity is to ask, "How can we get you to a 10? Today?"

Team Check-In

1. Ask everyone to think about how they are doing personally and professionally.
2. Allow each person to report a number and as appropriate, the reasons for their given numbers for each area-personally and professionally.
3. If the number is low professionally, ask each what they would need to get a higher number.

If the number is low in the personal area, a simple supportive statement is appropriate.

For more Two-Minute Reads, go to:

www.corplearning.com/resources/two-minute-reads.