

QUIET COACHING ASSESSMENT TOOL (QCAT)

The **QCAT** is a simple self-assessment tool designed to help individuals to rate their own teams, based upon the key values and features of high functioning teams that are explored in Quiet Coaching..

It may be useful to ask each member of the team to complete the tool and then compare individual item ratings and aggregate scores among team members.

If teams are struggling with challenging power dynamics, or a general lack of trust, it is recommended that this process be completed anonymously.

For teams that are more comfortable with open sharing, the tool can be used to support an open dialogue about the items, and the thinking behind the ratings that were provided by the team members.

Instructions for Completing the QCAT

To complete the tool, simply go through each item and rate your response on a scale of 0 (Never) to 4 (Always). Total each column and then add all columns together to get your **TOTAL SCORE**. There is a maximum score of 40.

Understanding your QCAT* Score

The purpose of these scoring guidelines is to help your organization understand the level of functioning within your team.

1. A total QCAT individual or aggregate score of **30 or above represents a high functioning team experience.**
2. A total QCAT individual or aggregate score of **20 or below represents a low functioning team experience.**
3. Note the items that individuals and the aggregate team have scored as **3 or above**. These represent team **strengths that can be important facilitators** to support work on other items.
4. Note the items that individuals and the aggregate team have scored as **2 or below**. These represent items that may be **significant barriers** to team work that require attention.

** The QCAT is not a validated instrument.*

QCAT

Instructions: Considering your team, CIRCLE the value that indicates your answer.	Never	Rarely	Sometimes	Often	Always
We have strong relationships to each other	0	1	2	3	4
We have shared goals and purpose	0	1	2	3	4
We trust each other	0	1	2	3	4
We think about our culture when we make changes	0	1	2	3	4
We ask and encourage questions	0	1	2	3	4
We use defined process tools to structure team efforts	0	1	2	3	4
We use data to drive decisions	0	1	2	3	4
We try to see and think about the big picture	0	1	2	3	4
We foster shared accountability (In this together)	0	1	2	3	4
We celebrate success, effort, and lessons learned	0	1	2	3	4
Column Totals					

total of all columns = **TOTAL SCORE**