

Create a Six Month Plan to Build Psychological Safety in Your Team

Building psychological safety takes time and is it not something that can ever be “finished.” It takes commitment, patience and a willingness to make mistakes and learn from them.

Use this planner to help you structure your team’s progress towards higher performance through increasing psychological safety. The timescales below suggest a possible timeline, though you may wish to accelerate the process or take more time, depending upon the needs and constraints of your organisation.

Remember, this process may be challenging but should also be enjoyable. High performing teams aren’t happy because they’re high performing, they’re high performing **because they’re happy**.

Day One: Obtain sign off, if necessary, for this programme. Use the *Case for Psychological Safety* document (item 2) to help you.

Week One: Measure the baseline psychological safety of your team using the *Psychological Safety Survey* (item 4). Answer the questions yourself too, but if you’re leading the team, record your scores separately from the other team members.

Week Two: Identify and plan actions to address the identified areas of focus for your team, using the *Post Survey Action Guide* (item 5).

Month Two: Lead a *Values and Behaviours Workshop* (item 6) with your team, either as a single session or a series of sessions, depending on the size and complexity of your team. Use the *Values and Behaviours Workshop* slides as a suggested structure, but ensure you maintain your personal approach to this.

Month Three: Use the *Team Performance Workshop* (item 7) to build an idea of how your team is performing right now, and agree on where you all want to get to. Ask your team for ideas about how to get there, and work on those ideas.

Month Three (continued): Identify and remind yourself of further ways to improve using the *Psychological Safety Checklist* (item C) and the *Remote Psychological Safety Checklist* (item D) for ideas and inspiration.

Month Four: Carry out the *Fear Conversation Exercise* (item 8) with your team, and work towards the actions and norms generated from that exercise.

Month Five: Repeat the *Psychological Safety Survey* (item 4) and come together as a team to look at the results. Revisit the quadrant exercise from the *Team Performance Workshop* as you do so.

Month Six: Run a retrospective exercise using one of the *Team Retrospective Templates* (item 9) for the past 6 months, focussed on the team's progress towards psychological safety and identifying next steps. It may be useful also to reflect on how your team is currently operating using *Tuckman's Model*. Have patience. Remember you are aiming for progress, not perfection.

Month Six (continued): Reflect on your own progress over this period, using the *Self-Coaching and Reflection Worksheet* (item 10). Identify improvements you can make but be equally sure to congratulate and reward yourself for the effort and progress you have made.

See item M. *Further Reading*, for more information about psychological safety and team performance, to provide feedback for this action pack, or simply to get in touch.