



Team Communication Check-In Sheet

WWW.P314CONSULTING.COM

Communication Flow & Clarity

How effectively is information flowing within our team?

01

Everyone feels comfortable speaking up during meetings and discussions

02

Important information reaches all relevant team members promptly

03

We have clear channels for different types of communication (urgent, updates, brainstorming)

04

Team members actively listen and acknowledge each other's input

05

We address misunderstandings quickly rather than letting them fester

Communication Notes & Action Items:

What communication patterns need attention? What specific actions will improve our flow?

Expectations & Role Clarity

Are roles, responsibilities, and expectations crystal clear?

01

Each team member understands their specific responsibilities and deliverables

02

We have clear timelines and deadlines that everyone can realistically meet

03

Decision-making authority is well-defined (who decides what, when)

04

We regularly review and adjust expectations based on changing priorities

05

Quality standards and success metrics are understood by all

Expectations Notes & Clarifications Needed:

Which expectations need clarification? What roles or responsibilities are unclear?

Relational Trust & Psychological Safety

Do team members feel safe, valued, and connected?

01

Team members feel safe to share concerns, mistakes, and questions without fear

02

We celebrate successes together and support each other through challenges

03

Conflicts are addressed constructively with focus on solutions, not blame

04

We make time for relationship-building beyond just task-focused interactions

05

Individual strengths and contributions are recognized and valued

Trust & Safety Notes & Relationship Building Ideas:

How can we strengthen trust and psychological safety? What relationship-building opportunities exist?

Feedback & Growth Culture

Are we creating an environment where people can learn and improve?

01

Regular feedback flows both ways (up, down, and across the team)

02

We focus on growth and learning rather than perfection and blame

03

Team members seek out feedback proactively and receive it well

04

We have systems in place for ongoing development and skill building

05

Mistakes are treated as learning opportunities rather than failures

Feedback & Growth Notes & Development Plans:

What feedback practices need improvement? What growth opportunities should we prioritize?

Summary & Next Steps



Overall Team

Communication Health:

- Excellent
- Good
- Needs Improvement
- Requires Immediate Attention

Top 3 Priorities for Next 30 Days:

1: _____

2: _____

3: _____

Follow-Up Meeting Scheduled: _____

Person Responsible for Follow-Up: _____