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| **Week 2 RESOURCES** |
| *Creativity Checklist*  |
| *Use this checklist to assess the creativity dimension of your team project´s workplace.* |
|  | **Rating** |
| **Dimension** | **Adequate** | **Strong** | **Needs Improvement** |
| **Your Leadership Style** |  |  |  |
| I can describe my own preferred style of thinking and working. |  |  |  |
| I have talked with members of my group about their preferred modes of problem solving.  |  |  |  |
| I encourage intellectual conflict within my group. |  |  |  |
| When group members disagree, I help them determine the source of their differences. |  |  |  |
| When communicating with others, I take their preferred thinking style into consideration. |  |  |  |
| **Diversity of Styles** |  |  |  |
| I am aware of the creative value of diverse thinking styles, and try to incorporate this diversity into the team. |  |  |  |
| I actively seek out or hire people with diverse backgrounds and thinking styles. |  |  |  |
| Our group recognizes the conflict that creative abrasion can cause, but also recognizes its value. |  |  |  |
| We have taken formal diagnostic tests to identify thinking or learning styles, and discussed the results of these assessments. |  |  |  |
| **Your Work Group** |  |  |  |
| The majority never ignores the minority opinions in my work group. |  |  |  |
| I have added someone to my work group specifically because he/she brings a fresh perspective. |  |  |  |
| Our work environment supports those who think differently from the majority. |  |  |  |
| The thinking styles, skills, and experiences of my work group’s members are diverse and balanced.  |  |  |  |
| I actively look for group members whose thinking styles differ from my own. |  |  |  |
| I help my group establish and agree upon a clear project goal at the start of each project. |  |  |  |
| My group has formally agreed-upon behavior guidelines for how they should work together and treat each other. |  |  |  |
| **The Psychological Environment** |  |  |  |
| I support people taking intelligent risks, and do not penalize them when they fail. |  |  |  |
| There are opportunities for people to take on assignments that involve risk and stretch their potential. |  |  |  |
| We openly discuss risk taking, assess the risk potential of projects, and make contingency plans or identify risk management strategies. |  |  |  |
| Rewards and/or recognition are given for creative ideas. |  |  |  |
| As long as they show they have learned from the experience, group members are not penalized for experimentation and risk taking. |  |  |  |
| **The Physical Workspace** |  |  |  |
| Our workspace includes stimulating objects such as journals, art, and other items that are not directly related to our business. |  |  |  |
| I have made changes to our physical workspace to improve communication and creative interaction. |  |  |  |
| I provide group members with a wide variety of traditional and nontraditional communication tools (e-mail, whiteboards, crayons and paper, etc.). |  |  |  |
| Group members are encouraged to design their workspaces to reflect their individuality. |  |  |  |
| Our workspace includes *both* areas for boisterous interaction *and* areas for quiet reflection. |  |  |  |
| **Bringing in Outsiders or Alternative Perspectives** |  |  |  |
| Our group makes visits to people outside the division or organization in order to find different perspectives and ideas. |  |  |  |
| Our group has observed customers actually using our product or service *in their own environment*. |  |  |  |
| Our group has observed our customers’ customers using our product or service *in their own environment*. |  |  |  |
| I have arranged for speakers from other industries to come talk to, or work with my group. |  |  |  |
| Our group has observed people using competitors’ products or services. |  |  |  |
| Our group has benchmarked the functions and characteristics of our products, services, or internal processes against an industry other than our own. |  |  |  |
| **Promoting Group Convergence** |  |  |  |
| I encourage group members to bring up and discuss non work-related subjects when these subjects interfere with work. |  |  |  |
| When a project has been completed, I hold a debrief meeting to determine specifically what to do differently (or the same) the next time. |  |  |  |
| When I hold a debrief meeting, I always make sure that all members can be present. |  |  |  |
| When my group is stuck on a problem, I make sure they get “down time,” or time off, to step back, relax, and allow their subconscious minds to work. |  |  |  |
| At the end of a project, I provide a way for my group to celebrate and rejuvenate. |  |  |  |
| Project schedules allow enough time for group brainstorming and discussion of ideas. |  |  |  |
| Adapted from *Managing Groups for Creativity and Innovation*, Dorothy Leonard. |