

# 4S TEAM ANALYSIS

## Crowdsourcing to create a high-performance culture

The 4S process is a useful technique for determining as a team what you want to **Save, Strengthen, Stop, and Start** as an organization, department, or team. Instead of looking at weaknesses, which can feel inherently negative and problem-focused, this exercise walks through a positive, solution-focused approach to change and growth in the organization.

This group exercise is helpful for bringing multiple voices to the table in a safe environment. It works regardless of size or level in the organization. Senior leaders can use this process with the entire organization; managers can use it at the team level.

It can be completed at any time, but often serves teams well in times of change, such as when there are operational or personnel concerns or during strategic planning sessions.

### RECOMMENDED SUPPLIES:

Large sticky-back flip chart (one per group)  
Color coding labels (sticky dots) or small post-it notes  
Poster markers

### STRUCTURE:

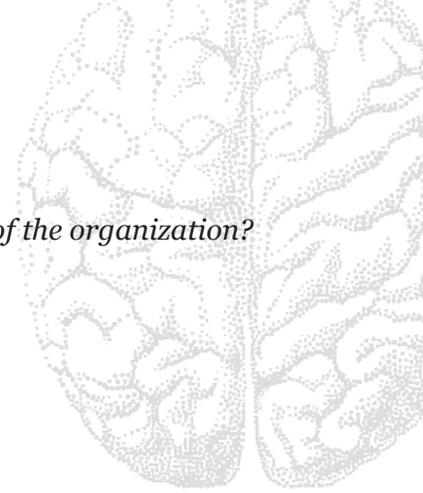
Designate one flip chart paper per group to the following words: Save, Strengthen, Stop, Start

Place the labeled poster papers around the room for easy group access. Break your team into small groups (keep your team as one group if there are five or fewer members). Frame the exercise so they are collaboratively brainstorming their answers to the questions on the subsequent page.

In their small groups, have them add ideas to each flip chart paper. After everyone has finished, let each group report to the whole room on what they came up with. This allows space for other team members to ask for clarification of any ideas generated.

Finally, each team member should receive four sticky dots. Each person should place a dot next to one item per category (Save, Strengthen, Stop, Start) to focus on immediately. This voting process curates your priorities as a team. Based on the number of votes, highlight the top 1-2 ideas in each category. From here, you are able to brainstorm together what you would like to do to move your new, prioritized ideas forward together.

# 4S TEAM ANALYSIS QUESTIONS



## SAVE

*What aspects of your workplace need to be preserved and are critical to the success of the organization?  
(e.g. Peer-to-peer reviews, regular communication, flexibility, etc)*

## STRENGTHEN

*What are we doing now that could be improved?*

## STOP

*What should we stop doing to promote a more positive work environment?*

## START

*What should we start doing to promote a high-performance culture?*

## VOTING RESULTS

### TOP SAVE PRIORITIES:

### TOP STRENGTHEN PRIORITIES:

### TOP STOP PRIORITIES:

### TOP START PRIORITIES:

### ADDITIONAL NOTES: