

Workplace culture and team climate

You have noticed a concern with participation or team climate and want practical ways to improve everyday team practices.

Outcome: By the end, you will have a team climate plan with observable practices, clear responsibilities, and a follow-up date. Complaints, investigations, and discipline continue through the appropriate formal channels.

Situations that may fit this path

- Participation, candor, or equitable people practices on a team
- A supervisor preparing a climate conversation

Six steps to work through in order

1. **Consider everyday team practices** — Use Ask to explore practical ways to support participation and team climate. If the situation involves a complaint or a named person's conduct, you will be directed to the appropriate formal channel. · **Ask a question** — program page /ask?path=gp-4
2. **Consider community context when helpful** (If relevant) — Use a community brief only when intercultural context is directly relevant to the team's work. · **Explore Minnesota Communities** — program page /minnesota-communities
3. **Choose practical resources** — Review the team climate basics and use the action plan template. · **Team climate basics** — program page /library/lm-workplace-climate · **Team climate action plan template** — program page /library/ja-climate-action-plan
4. **Draft your team climate action plan** — Describe the practices, participation agreements, responsible people, and a follow-up date. Please leave out names and complaint details. Use the downloaded checklist to write your answers in a tool you normally use. This page does not save them.
5. **Review your work** — Confirm that the practices are observable, each one has a responsible person and date, and the plan contains no complaint details.
6. **Talk it through with a consultant (optional)** — A consultation can help you prepare to facilitate a team conversation. Complaints and investigations belong with Employee Culture, Human Resources, or the civil-rights channel. · **Request a consultation** — program page /support/request?path=gp-4

What a useful result looks like

Still needs work

- A one-time conversation with no follow-up
- Using the plan to investigate a named person

Ready to use

- Observable practices, responsible people, and a follow-up date
- Complaint concerns are directed to the appropriate formal channel

Privacy

Please do not include names, complaint details, or discipline information. Teams are not ranked. This page does not save your answers or progress. Notes saved through an earlier version may still be in this browser's site data; this page does not show or delete them.

Please use the right confidential channel: complaints, investigations, and discipline about a named person go to Employee Culture, Human Resources, or the civil-rights channel, not this path.

Team climate action plan

Privacy

This is a blank published checklist. If you complete a downloaded copy, store and share that file according to DHS requirements. Nothing you write in that file is saved back to this page.

Item	Detail
Team (required)	Use the team or unit name, not the names of individual people.
Three to five observable practices (required)	Describe something a team member could see happening in everyday work.
Access at work (required)	Captions on every time, materials in advance, flexible participation formats.
Who helped shape this plan (required)	Include team input and the Equity Director when relevant, without naming anyone as the problem.
What you chose not to assume (required)	Consider what you may not know about why people are quiet, absent, or disengaged.
Who is responsible for each practice (required)	Name a responsible person for each practice.
Follow-up conversation date (required)	Within a quarter.
How the team will know the practice is helping	Look for changes in the team's experience without ranking or scoring people.

Review your notes against

- Every follow-up has a named owner

- A next review date is set
- This is connected to your specific work
- Language, disability, and communication access were considered for this work
- You named who was involved and the role they had
- You noted what you chose not to assume
- No names or complaint details are included

Questions to bring to Ask

- People on my team do not speak up in meetings. What practices could change that?
- How do I write team norms that people will actually use?
- Where is the line between a climate plan and an HR matter?