



Building and Empowering Your Team to Thrive

Participant Workbook

Assessment & Action Planning Tools

Facilitator: Mia Gardiner, People and Culture Strategist, Kootenay Talent + Recruitment

For:

Kootenay Childcare Initiative +
2026 Kootenay Boundary Early Years Conference

Introduction to The Toolkit

This workbook is your companion guide for the workshop, Building and Empowering Your Team to Thrive. In the following pages you'll find three helpful tools designed to help you assess your team's current health, understand burnout across your organization, and create a concrete 30-day action plan for meaningful integration of learning. These assessments aren't just worksheets, they will stimulate reflection and action. As you work through them, you'll gain clarity on your team's strengths and growth areas, and you'll leave this workshop with a personalized roadmap for implementation. Feel free to personalize and reflect on your own journey as a leader!

TOOL 1: TEAM HEALTH SELF-ASSESSMENT

This simple tool helps you think about and evaluate your team's health across the 5 pillars of team building. Rate each statement on a scale of 1-5, where 1 = Strongly Disagree and 5 = Strongly Agree.

Pillar 1: Leading with Purpose & Clarity

1. My team understands our mission and purpose.

1 (Strongly Disagree) 2 3 4 5 (Strongly Agree)

2. I communicate expectations clearly to my team.

1 (Strongly Disagree) 2 3 4 5 (Strongly Agree)

3. Staff feel psychologically safe in our environment.

1 (Strongly Disagree) 2 3 4 5 (Strongly Agree)

4. I model self-awareness and personal growth.

1 (Strongly Disagree) 2 3 4 5 (Strongly Agree)

Pillar 2: Hiring the Right People

5. Our hiring process focuses on values alignment.

1 (Strongly Disagree) 2 3 4 5 (Strongly Agree)

6. We use behavioral and values-based interview questions.

1 (Strongly Disagree) 2 3 4 5 (Strongly Agree)

7. New hires receive structured onboarding.

1 (Strongly Disagree) 2 3 4 5 (Strongly Agree)

8. Staff feel they belong to our team.

1 (Strongly Disagree) 2 3 4 5 (Strongly Agree)

Pillar 3: Team Structure & Position Descriptions

9. Every staff member has a clear, written role description.

1 (Strongly Disagree) 2 3 4 5 (Strongly Agree)

10. Decision-making authority is clearly defined.

1 (Strongly Disagree) 2 3 4 5 (Strongly Agree)

11. Reporting relationships are transparent.

1 (Strongly Disagree) 2 3 4 5 (Strongly Agree)

12. Position descriptions and performance discussions include growth pathways.

1 (Strongly Disagree) 2 3 4 5 (Strongly Agree)

Pillar 4: Delegating Effectively

13. I delegate tasks based on individual strengths.

1 (Strongly Disagree) 2 3 4 5 (Strongly Agree)

14. I provide clear expectations and timelines. I share what success looks like.

1 (Strongly Disagree) 2 3 4 5 (Strongly Agree)

15. I recognize and celebrate completed tasks.

1 (Strongly Disagree) 2 3 4 5 (Strongly Agree)

16. Staff feel empowered and trusted.



1 (Strongly Disagree) 2 3 4 5 (Strongly Agree)

Pillar 5: Setting Healthy Boundaries

17. I model work-life balance.

1 (Strongly Disagree) 2 3 4 5 (Strongly Agree)

18. Staff know my availability and boundaries.

1 (Strongly Disagree) 2 3 4 5 (Strongly Agree)

19. We have clear communication boundaries.

1 (Strongly Disagree) 2 3 4 5 (Strongly Agree)

20. I protect the team from unrealistic demands.

1 (Strongly Disagree) 2 3 4 5 (Strongly Agree)

Scoring Guide

Add up all your responses. Divide by 20. Multiply by 20 to get your total score out of 100.

80-100: Your team is thriving! Continue strengthening these practices.

60-79: Your team is on solid ground. Focus on one pillar to strengthen further.

40-59: Your team needs attention. Start with the lowest-scoring pillar.

Below 40: Urgent intervention needed. Consider bringing in external support.

TOOL 2: BURNOUT BAROMETER

This worksheet helps your team assess burnout levels across the three dimensions of the Maslach Burnout Inventory. This is a simple tool that does not represent or replace the depth of the Maslach Burnout Assessment Tools.

Use this in a group setting or individually. Rate on a scale of 1-5.

Emotional Exhaustion

Focus: Feeling drained, depleted, dreading work

I feel emotionally drained by my work.

1 (Never) 2 3 4 5 (Always)

I feel fatigued when I wake up and have to face another day.

1 (Never) 2 3 4 5 (Always)

Working directly with children is too stressful.

1 (Never) 2 3 4 5 (Always)

Depersonalization

Focus: Emotional detachment, going through the motions

I feel I treat some children/families as impersonal objects.

1 (Never) 2 3 4 5 (Always)

I have become more callous toward people since I took this job.

1 (Never) 2 3 4 5 (Always)

I worry that this job is hardening me emotionally.

1 (Never) 2 3 4 5 (Always)

Reduced Accomplishment

Focus: Feeling ineffective, losing sense of purpose

I feel I'm working too hard on my job.



1 (Never) 2 3 4 5 (Always)

I feel frustrated by my work.

1 (Never) 2 3 4 5 (Always)

I feel I'm at the end of my rope.

1 (Never) 2 3 4 5 (Always)

Reflection

Which dimension needs attention?

What's one action we can take this week?

Who has ideas for solutions?



TOOL 3: 30-DAY ACTION PLAN

This 30-Day Action Plan is your personalized roadmap for implementing the five pillars of team building. Over the next 30 days, you'll focus on one priority area and take concrete steps to strengthen your team.

STEP 1: Choose your Priority Pillar

Which pillar will have the biggest impact on your team right now? Select one to focus on for the next 30 days.

- Pillar 1: Leading with Purpose & Clarity
- Pillar 2: Hiring the Right People
- Pillar 3: Team Structure & Position Descriptions
- Pillar 4: Delegating Effectively
- Pillar 5: Setting Healthy Boundaries

My priority pillar is:

STEP 2: What to Start, Stop and Continue

Use this framework to clarify what you'll change in the next 30 days in relation to your priority pillar.

START – What will you begin doing?

Example: Hold Stay Interviews with Team Members

Your action:



STOP – What will you stop doing?

Example: Responding to emails after 6 PM

Your action:

CONTINUE – What's working that you'll maintain?

Example: Monthly team meetings

Your action:

Accountability and Progress Checks

How will you ensure you shift your behaviour in the ways you are planning to? Map out three things you will be looking for to show yourself you are succeeding and add timing.

I will know I am on track when:

Milestone Achieved	Timing



STEP 3: Reflection at 30 Days

What did you accomplish?

What challenges did you face?

What will you continue working on?

What's your next priority pillar?

Remember: Building a thriving team is a journey, not a destination. Celebrate your progress, learn from challenges, and keep moving forward. You are important- take care of yourself and be kind to yourself so you can lead with purpose.