



Collaborative Leadership Team Self-Assessment

Team Leader Instructions

The Collaborative Leadership Team Self-Assessment helps community groups launch, strengthen, and sustain their collective impact work. Grounded in five stages of engagement and five key mindset shifts, it supports teams in identifying strengths, spotting growth areas, and tracking progress over time.

Step 1: Select Participants

Choose 5–10 active team members representing a variety of roles and perspectives, such as local families, students, educators, nonprofit staff, business owners, and district leaders. If your team is larger than 10, aim for a diverse mix that reflects your broader group.

Step 2: Distribute the Assessment

Send each team member this [online link \(or provide printed copies\)](#). This link includes both 1.) Instructions for Each Team Member and the 2.) Collaborative Leadership Team Self-Assessment (PDF). Participants should complete the assessment individually and return their completed form to you. As the team leader, you can also print copies to hand out during a meeting so everyone can complete it in person while still working individually.

Step 3: Calculate and Submit Your Team Score

Add up everyone's final score, then divide by the number of participants. Example: $(11 + 15 + 10 + 12) \div 4 = 12$ (team score). Submit your results through [the Collaborative Team Self-Assessment online form](#). Submitting your score and group information online allows Prichard Committee to share resources, networking opportunities, and training opportunities throughout the year, and to send reminders to complete the assessment twice annually to track your team's progress.



Step 4: Reconvene for Discussion and Next Steps Planning

Print copies of the self-assessment results and share your baseline score with the group. Differences in scores can spark helpful conversations and new ideas. If needed, allow participants to submit scores anonymously and discuss differences without calling out specific individuals for high or low ratings.

Use the “[Next Steps, Tips, and Potential Pitfalls](#)” resource to guide your planning. Identify quick wins that build momentum as well as longer-term strategies that may require additional relationships, resources, or shifts in approach.

Step 5: Revisit and Reflect Twice a Year

Repeat the process at least twice annually, occasionally rotating participants for fresh perspectives. Remember, this tool is more than data collection—it’s a way to build trust, learn together, and celebrate progress. Every step forward matters.

Additional Information About this Work and The Prichard Committee

The Collaborative Leadership Team Self-Assessment and Next Steps Guidance are grounded in research and best practices from The Prichard Committee’s Groundswell Framework. The Prichard Committee for Academic Excellence is an independent, nonpartisan organization dedicated to improving education outcomes for all Kentuckians, from early childhood through postsecondary and workforce readiness.

This tool draws on guidance and insights from:

- *Community Schools Forward* by the Learning Policy Institute
- *Dual Capacity-Building Framework* by Dr. Karen Mapp
- *Fragile Neighborhoods* by S.D. Kaplan
- *The Harwood Institute for Public Innovation* by R. Harwood
- *Mobilizing Citizens for Better Schools* by R.F. Sexton
- *The Speed of Trust* by S.M.R. Covey
- And the lived experiences of families, community leaders, and educators across Kentucky

For additional resources and to learn more about the Prichard Committee, visit:

<https://www.prichardcommittee.org/groundswell>

You can view the full webpage where this Self-Assessment is housed here:

<https://prichardcommittee.org/team-self-assessment-instructions/>

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