

Environmental Systems Diagnostic Tool

Organizational Structure: The structure of your organization determines how roles, responsibilities, and authority are distributed.

Key Areas to Assess include:

- Hierarchical levels and reporting lines
- Centralization vs. decentralization
- Flexibility of the structure
- Clarity of roles and responsibilities

Rate the following questions on a scale of 1-5. (1= Poorly defined and 5 = Well defined)

Questions	1	2	3	4	5
Is the structure aligned with the organization's strategic goals and business needs?					
How do reporting lines impact efficiency and communication flow?					
Are decisions made at the right level, or is there a bottleneck at higher levels of authority?					
Does the organizational structure allow for flexibility and adaptability in response to changes?					
Is there a clear distinction of roles and responsibilities across all levels?					
Average Score					

Organizational Processes: the processes refer to how work gets done, including workflows, policies, and operational procedures.

Key Areas to Assess include:

- Standardization and efficiency
- Collaboration between departments
- Process documentation and transparency
- Continuous improvement mechanisms

Questions	1	2	3	4	5
Are key processes standardized and well-documented for consistency and continuity?					
Do all employees understand the processes from start to finish across departments?					
Do employees have guidelines on how to execute processes?					
Do employees regularly suggest process improvements in their area of responsibility?					
Are processes reviewed at a regular cadence for efficiency?					
Average Score					

Communication and Information Sharing: effective communication means employees have the necessary information to do their jobs.

Key Areas to Assess include:

- Information and formal communication channels
- Accessibility and transparency of information
- Knowledge sharing practices
- Alignment of communication across the organization

Questions	1	2	3	4	5
Are communication channels clear and accessible across all levels?					
Do employees at all levels have access to necessary information in a timely manner?					
Is knowledge shared across departments, or is information siloed?					
Do communication practices promote collaboration and transparency?					
How effective are feedback loops for improving communication flow?					
Average Score					

Decision-Making: Decision-making structures determine how decisions are made and who has the authority to make them.

Key Areas to Assess:

- Speed and efficiency of decision-making
- Data-based decision making
- Inclusive decision making
- Where decisions are made

Questions	1	2	3	4	5
Are decisions made quickly and with adequate input from relevant stakeholders?					
Are employees empowered to make decisions within their roles?					
How much autonomy do teams have in making day-to-day decisions?					
Are decisions data-driven and supported by clear analytics?					
Is the decision-making process transparent and understood by everyone?					
Average Score					

Learning & Development: Learning and development refers to the ongoing efforts to grow the skills and capabilities of leaders and all employees within your organization.

Key Areas to Assess:

- Employee training and development programs
- Career advancement opportunities
- Performance Management systems
- Manager development programs

Questions	1	2	3	4	5
Do employees have access to adequate training and professional development opportunities?					
Are career paths and advancement opportunities clear within your company?					
Does your performance management system support learning and development?					
Does your organization foster a culture of continuous learning?					
The manager's role is clearly defined, and development opportunities are provided to employees in managerial roles.					
Average Score					

Reward Systems: Reward systems are the structures and incentives that recognize and motivate employees for their contributions.

Key Areas to Assess:

- Alignment with organizational values and goals
- Equity and fairness of rewards
- Intrinsic versus extrinsic rewards
- Alignment of rewards with performance

Questions	1	2	3	4	5
Are rewards aligned with your organization's purpose, vision, values, and strategies?					
How fair and equitable is the distribution of rewards?					
Are intrinsic rewards (e.g., recognition and growth opportunities) balanced with extrinsic rewards (e.g., pay and benefits)?					
How clear are the criteria to earn a reward or recognition?					
Do your reward systems motivate employee to behave in ways that align to your corporate values?					
Average Score					

Analysis and Interpretation of Results

- **Score Range:**
 - 1-2: **Needs Improvement** — These areas may need significant changes to improve organizational effectiveness and alignment with your culture.
 - 3: **Moderate** — These areas are functional but could benefit from optimization or more consistent practices.
 - 4-5: **Strong** — These areas are aligned well with organizational goals and contribute positively to the overall cultural effectiveness.
- **Next Steps:**
 - Based on your results, you can identify cultural levers to focus on to improve the alignment of your systems and create an environment that drives success. If specific categories scored low, make it one of your strategic priorities, assign executive-level responsibility to improve it, and develop action plans for strengthening those components.

This diagnostic tool can be used periodically to track progress and identify specific areas where organizational development efforts are needed.