

Question	Orig answer	My edits
Overview and Evolution		
<p>What is Team Space?</p>	<p>Team Space is a place for everything that matters to teams. It's a collaborative platform built around five main features that help our team leaders and team members' work together to be at their best. The platform also fuels insights into team engagement and employee performance, and produces data that will boost team success and inform talent conversations and decisions.</p>	<p>Team Space is a collaborative platform that helps our team leaders and team members to work together, and to be at their best.</p> <p>Built around five main features, the platform fuels insights into employee and team engagement and performance. The platform enables activities that are known to increase both team and individual performance. It also produces team engagement and employee performance data, leading to insights that will boost team success and inform talent conversations and decisions.</p>
<p>How will our development and performance conversations evolve with Team Space?</p>	<p>Team Space introduces Weekly Check-Ins where we talk about the work at hand. During Check-Ins we share with our leaders our priorities for the week ahead and what we need to play to our strengths and work at our best. We'll also share what we loved and loathed about the previous week. These conversations are the foundation of Team Space and they fuel insights into team engagement, opportunities to develop strengths, and inform discussions about performance.</p>	<p>The evolution of development and performance conversations is one of moving from infrequent, backward-looking conversations with unreliable data, to frequent conversations designed for a new purpose, that are forward-looking, and that drive people and teams to excel. Team Space introduces Weekly Check-Ins, where we talk about the work at hand. During Check-Ins we share with our leaders our priorities for the week ahead and what we need to play to our strengths, and work at our best. We'll also share what we loved and loathed about the previous week, reinforcing the emphasis on doing activities that keep us engaged and energized. These conversations are the foundation of Team Space, fueling insights into team engagement, finding opportunities to develop strengths, and informing discussions about performance and rewards.</p>

<p>Does Team Space replace Sync Up?</p>	<p>No, Team Space does not replace Sync Up. Team Space is the place where team leaders and team members connect. It encompasses Sync Up by continuing to accelerate frequent conversations about our work and what we need to be at our best.</p>	<p>No, Team Space does not replace Sync Up. Sync Up is a quarterly / ad hoc conversation with your manager that is generally unstructured, and focused on development and performance. Team Space is the platform where team leaders and team members connect weekly for a strengths-based, forward-looking talk about near-term priorities. Team Space also delivers reliable, real time data to help individuals and teams perform at our best.</p>
<p>What do I do before I have access to Team Space?</p>	<p>Continue to have performance and development conversations with your leaders and/or team members. Conversations between team leaders and their people are critical and should continue regularly. You can find more guidance on our existing Sync Up page.</p> <p>We encourage you to also get started on your Weekly Check-Ins with these templates Team Leader Check-Ins and Team Member Check-Ins.</p>	<p>While the Team Space has very specific and structured processes for engaging and utilizing the platform, you can certainly begin to adopt the concepts that are driving this team-based and strengths-based approach.</p> <p>You can begin to have weekly conversations between team members and team leaders. Discuss the near-term work ahead, what the team member needs from their manager, and what activities are engaging and energizing.</p> <p>We encourage you to also get started on your Weekly Check-Ins with these templates: Team Leader Check-Ins and Team Member Check-Ins</p>

Platform		
<p>Who can see my Check-Ins data?</p>	<p>Team members can control how their check-in is shared with each team leader. (Note that you only complete one check-in each week, you choose what each team leader can see, and decide which of your priorities are appropriate to discuss with each team leader.) Team members can share priorities, pulse, or both. By default sharing is turned on when you join a team. Certain data will be rolled up in aggregate functionally (and anonymously) to capture business metrics for the Team Space platform.</p>	<p>Team members can control what Check-in data is shared with the team leaders. You only complete one Check-in each week, then chose which data (priorities, pulse, or both) you want to share and discuss with each of your team leaders.</p> <p>By default, sharing is turned on when you join a team.</p> <p>Note that some data will be rolled up in aggregate (anonymously) to capture business metrics for the Team Space platform.</p>
<p>How do I use My Snapshot to communicate my strengths and passions with my team?</p>	<p>Use My Snapshot to share your strengths and expertise with your teammates and team leaders. You can also post photos, comments, or links to current projects, accomplishments and career goals.</p>	<p>My Snapshot allows you to share important information about yourself with your teammates and team leaders.</p> <p>It's where you can share your strengths, expertise, accomplishments, passions, and career aspirations. It's a place to showcase work that you're proud of, something you've read that you're interested in, share photos, comments, or anything that's important to you, or about you.</p> <p>It's really a place for anything that helps shed light on your awesomeness!</p>

<p>What will we see once we've completed an Engagement Pulse?</p>	<p>Team Space will provide the aggregate response rate for the first eight questions in the Engagement Pulse report, which can be viewed by each team leader. These eight questions can also be compared with prior engagement pulse survey for the same team and national external benchmarks. Team leaders can then share the report in an upcoming team meeting. The final two questions will be used as we tune Team Space to Cisco. These questions are not part of the survey report nor are they available for viewing in the tool. In the near future, we will provide the option for smaller teams with less than 3 members to participate in the engagement pulse and add their voice to the collective/aggregate view of organizations. However, we will not be producing Engagement Pulse reports for these teams, as with less than 3 team members' results we see an increased risk in identification of who said what.</p>	<p>Only Team Leaders are able to get results of Engagement Pulse surveys from the Team Space platform. However, they can—and should—share the results with their team.</p> <p>Team Space will provide the aggregate response rate for the first eight questions in the Engagement Pulse report. These results can be compared with prior Engagement Pulse results for that team, as well as with national (external to Cisco) benchmarks.</p> <p>(The final two questions in the Pulse Survey will only be used to fine tune Team Space for Cisco. These questions are not part of the survey report, nor are they available for viewing in the platform).</p>
<p>Why does the platform reference 8 Engagement Pulse questions, however when completing the pulse, there are 10 questions?</p>	<ol style="list-style-type: none"> <li>1. The 8 questions are static and have been proven to yield data that serves teams and team leaders</li> <li>2. Questions 9 &amp; 10 are dynamic and have been added by the Cisco team. They have not been tested and until Engagement Pulse surveys are launched, we currently have no data to support them.</li> <li>3. Being dynamic in nature also means that questions 9 &amp; 10 will change to meet the needs of our Team Leaders. These questions for example, were built for the benefit of the I &amp; C team.</li> </ol>	<p>The first eight questions are the result of a great deal of external research, and have been shown to yield data that serves teams and team leaders, regardless of the company or organization that is using them to generate data.</p> <p>The last two questions are specific to Cisco. These have been developed to generate Cisco-specific data that we expect will add insight as we deploy and fine tune Team Space throughout the organization. These questions may change as we deploy, adopt, and learn more about working with Team Space within Cisco.</p>

<p>Can I retake the StandOut Assessment?</p>	<p>You won't be able to retake the StandOut assessment once you've completed it. There are several reasons why the assessment is only given once:</p> <ul style="list-style-type: none"> <li>- you are forced to react instinctively, using a timer;</li> <li>- it is designed to capture how you act rather than how you would calculate a response;</li> <li>- it describes how you show up to others rather than your self-perception.</li> </ul> <p>If you find you disagree with the results of the StandOut assessment, first ask people who know you if they agree with your Strength Roles. They can help confirm if your self-perception matches how you are perceived by others. Also, take some time to talk with others with the same Strength Roles; everyone is unique and you will find the Strength Roles showing up differently for each of you.</p>	<p>You cannot retake the StandOut assessment. There are several reasons why the assessment is only given once.</p> <p>The assessment forces you to react instinctively—it is designed to capture how you instinctively act, rather than what your calculated response to a given situation would be. These results tend to reflect how others view you, and are sometimes different than your self-perception.</p> <p>For those who don't fully agree with the results of the StandOut assessment, it is suggested that you talk with people who know you, and ask them if they agree with your assessed Strength Roles. Others can often help confirm if your self-perception matches how others perceive you.</p> <p>It is also helpful to talk with others who have the same Strength Roles as you. Everyone is unique, and you will find the Strength Roles showing up differently for each individual.</p>
<p>Release</p>		
<p>Why is Team Space rolling out in phases?</p>	<p>We are using a phased release to capture feedback from teams and team leaders about what's working so we can make Team Space an outstanding experience for our people. Teams from functions across Cisco at all levels, individual contributors through senior staff, are represented in each release phase prior to full launch.</p>	<p>Our goal is to provide an outstanding experience for everyone, as we deploy Team Space throughout Cisco.</p> <p>A phased deployment approach is enabling us to capture feedback from teams and team leaders about what's working, and where we can improve.</p> <p>We are including teams functions across Cisco at all levels, from individual contributors through senior staff, to be assured of having broad representation in each release phase, prior to company-wide deployment.</p>

<p>How can I participate in an earlier release if Team Space isn't yet rolled out to my function?</p>	<p>We can only onboard full teams to Team Space. Contact the Team Space team to learn more about how your team can get involved.</p>	<p>(Change question to "Can I partparticipate in an earlier release if Team Space isn't yet rolled out to my function?")No. Our phased deployment plan has been set up to roll out Team space in an organized and controlled manner.Additionally, we are only onboarding full teams to Team Space. If your entire team would like to be on-boarded, contact the Team Space team to learn more about how your team can get involved.</p>
<p>What support is available for Team Space?</p>	<p>In the Team Space platform, click the question icon in the top right corner for help, quick tips and click-to-chat support. Our Jive site also contains learning and guidance. A community of champions supports teams in each function, providing subject matter expertise to facilitate Team Space adoption.</p>	<p>There are multiple sources of help and assistance for Team Space, addressing differing needs.</p> <p>Team Space platform: Within the Team Space platform itself, click the question mark icon in the top right corner for help, quick tips and click-to-chat support.</p> <p>Jive Site: Our Jive site contains learning and guidance information, FAQs, information about training opportunities, and more.</p> <p>Team Space Champions: A community of Team Space Champions are available to support teams in each function. These Subject Matter Experts can help educate and facilitate Team Space adoption.</p>

Glossary

• My Snapshot:

A place to share our accomplishments, passions, aspirations and strengths. Team leaders and members can go to your Snapshot to learn how to best collaborate with you, understand your strengths through your greatest value statements “come to me when” and “how to work best with me.”

My Snapshot is an area on the Team Space platform where you can share important information about yourself with your teammates and team leaders.

It’s where you can share your strengths, expertise, accomplishments, passions, and career aspirations. Examples might include showcasing work that you’re proud of, sharing something you’ve read that you’re interested in or inspired by, posting photos, comments, or anything that’s important to you, or about you.

My Snapshot is intended to help others learn how to best collaborate with you and understand your strengths. People should learn the answer to “when to come to me” and “how to work best with me.”

It's really a place for anything that helps shed light on your awesomeness!

<ul style="list-style-type: none"> <li>• Check-In</li> </ul>	<p>A ritual to capture key priorities and information about your work, set a focus for conversations, and save time for team members and team leaders. It is not a replacement for conversation; follow-up is important, based on check-in priorities and what is most impactful for the team member. Each check-in consists of several key items:</p> <ul style="list-style-type: none"> <li>- Priorities: the most important work items for the coming week</li> <li>- Pulse: your opportunities to use your strengths and deliver value</li> <li>- Needs: what you need from your team leaders in the coming week</li> <li>- Loves and loathes: the tasks that energized you, and those that didn't</li> </ul> <p>These items are intended to gather a clear and accurate view on how we are experiencing our job on a real-time basis.</p>	<p>Check-ins are a ritual to capture key priorities and information about your work, and to serve as talking points and focus for conversations between team members and team leaders.</p> <p>Check-ins are a key to Team Space. They are important to understanding priorities, and learning what is most impactful for the team member.</p> <p>Each Check-in consists of several key elements:</p> <ul style="list-style-type: none"> <li>• Priorities: the most important work items for the coming week</li> <li>• Pulse: your opportunities to use your strengths and deliver value</li> <li>• Needs: what you need from your team leaders in the coming week</li> <li>• Loves and loathes: the tasks that energized you, and those that didn't</li> </ul>
<ul style="list-style-type: none"> <li>• Engagement Pulse</li> </ul>	<p>A survey of team members launched by the team leader. The survey asks ten questions that focus on the experience of the team at a moment in time. The questions address dimensions that predict team excellence. An Engagement Pulse survey is open for two weeks. If all team members complete the survey prior to the deadline, the survey will close and the results will be available to the team leader. A minimum of three team members must complete the survey, otherwise results will not be available due to lack of data. All individual's answers to the survey are anonymous. Team averages are shown in the survey results.</p>	<ol style="list-style-type: none"> <li>1. A team member enters Check-in information into the Team Space Platform</li> <li>2. The Team Leader reviews this information prior to the Check-in conversation</li> <li>3. The Team Leader and the team member meet to have a short discussion about is information, increasing communication and facilitating efficient work that leads to increased engagement and an energized approach to work.</li> </ol> <p>Check-ins are designed to produce a clear and accurate view, in real-time, about how we are experiencing our job.</p>



<ul style="list-style-type: none"> <li>• Strengths-based development</li> </ul>	<p>An approach to performance which focuses on developing a person most in his/her areas of strengths. A strength is defined as an activity that makes you feel strong and you are energized. In strengths-based development, people focus on meeting the expectations of their role and then maximize their own growth by focusing on those areas of strength.</p>	<p>An approach to performance that begins with identifying the activities that a person finds the most energizing—their strengths—and focusing development in those strength areas.</p>
<ul style="list-style-type: none"> <li>• Dynamic Team</li> </ul>	<p>Temporary Project based teams, a group of people working towards a particular initiative or project spanning across organizations.</p>	<p>A temporary program- or project-based team, assembled from members spanning across multiple organizations, working towards a particular initiative or project.</p>