

Psychological Safety Team Workshop

Building Trust, Openness & Fearless Collaboration

Facilitator packet

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Workshop Purpose

Psychological safety is the foundation of high-performing teams. This self-guided workshop helps teams assess current safety levels, identify fears and barriers, recognize strengths, and create actionable strategies for building a culture where everyone feels safe to speak up, take risks, and bring their full selves to work.

Assess Safety

Measure current psychological safety

Identify Barriers

Name fears and obstacles

Build Solutions

Create actionable safety strategies

Part 1: Your Identity in the Team

Anonymous option available - share only what feels safe

Your Name (or "Anonymous Team Member")

Your Role/Title

How long have you been part of this team?

Part 2: Psychological Safety Self-Assessment

Rate each statement honestly: 1 = Strongly Disagree, 5 = Strongly Agree

Current Team Safety Assessment

If I make a mistake on this team, it is not held against me

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Strongly Disagree · Neutral · Strongly Agree

Members of this team are able to bring up problems and tough issues

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Strongly Disagree · Neutral · Strongly Agree

People on this team sometimes reject others for being different

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Strongly Disagree · Neutral · Strongly Agree

It is safe to take a risk on this team

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Strongly Disagree · Neutral · Strongly Agree

It is difficult to ask other team members for help

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Strongly Disagree · Neutral · Strongly Agree

No one on this team would deliberately act in a way that undermines my efforts

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Strongly Disagree · Neutral · Strongly Agree

Working with members of this team, my unique skills and talents are valued and utilized

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Strongly Disagree · Neutral · Strongly Agree

I feel comfortable sharing my honest opinions in team meetings

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Strongly Disagree · Neutral · Strongly Agree

I can be myself authentically on this team

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Strongly Disagree · Neutral · Strongly Agree

When I speak up with ideas, they are genuinely considered

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Strongly Disagree · Neutral · Strongly Agree

I feel comfortable admitting when I don't know something

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Strongly Disagree · Neutral · Strongly Agree

The team responds constructively when someone raises concerns

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Strongly Disagree · Neutral · Strongly Agree

I trust my team members to have my back

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Strongly Disagree · Neutral · Strongly Agree

Disagreements are handled respectfully on this team

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Strongly Disagree · Neutral · Strongly Agree

I feel energized (not drained) after team interactions

○ 1 ○ 2 ○ 3 ○ 4 ○ 5

Strongly Disagree · Neutral · Strongly Agree

Your Total Score: ____ / 75

✓ High Psychological Safety: Your team demonstrates strong trust and openness. Focus on maintaining these practices.

△ Moderate Psychological Safety: Some safety exists, but there's significant room for improvement. Identify specific barriers.

△ Low Psychological Safety: This indicates serious concerns. The team needs intentional intervention and culture change.

Part 3: Naming Your Fears

What holds you back from full participation?

Personal Fear Inventory

Honest reflection helps identify what needs to change

What am I afraid will happen if I speak up honestly?

What stops me from admitting mistakes or asking for help?

What team dynamics make me feel unsafe?

Have I witnessed someone being punished for speaking up?

What do I self-censor or hold back in team settings?

Common Fear Patterns in Teams

Interpersonal Fears:

- Fear of judgment or ridicule
- Fear of rejection or isolation
- Fear of conflict or tension
- Fear of damaging relationships

Professional Fears:

- Fear of career consequences
- Fear of being seen as incompetent
- Fear of retaliation from leadership
- Fear of being labeled "difficult"

Part 4: Team Safety Strengths

What's already working well?

Positive Safety Indicators

Times when I've felt safe to take risks or be vulnerable:

Team members who model psychological safety well:

Team practices that promote safety:

What I personally do to contribute to team safety:

The best thing about this team's culture:

Part 5: Identifying Specific Barriers

What specific factors undermine psychological safety?

Barrier Categories

Leadership Barriers

How do leaders impact psychological safety?

Communication Barriers

What about how we communicate creates fear?

Structural Barriers

What policies or processes create unsafe conditions?

Cultural Barriers

What unwritten rules or norms create fear?

Part 6: Personal Safety Commitments

How will YOU contribute to building psychological safety?

My Safety-Building Actions

I will model vulnerability by:

I will respond to others' vulnerability by:

I will advocate for safety by:

One specific behavior I will change:

How I will hold myself accountable:

Part 7: Open Discussion Preparation

Prepare for honest team conversation

What I Want to Share With the Team

One fear I'm willing to name publicly:

One safety strength I see in our team:

One specific change I believe would increase safety:

A question I want the team to explore together:

Guidelines for Team Discussion

Assume positive intent: Everyone wants the team to succeed

Listen to understand, not to defend or respond

Speak from "I" perspective: Share your experience, not universal truths

Honor confidentiality: Personal shares stay in the room

Welcome silence: Reflection time is valuable

Challenge ideas, not people: Disagree with respect

Part 8: Team-Wide Action Planning

Concrete steps for the team to implement together

Recommended Team Actions by Priority

IMMEDIATE (Week 1-2)

Leadership should:

Team should:

SHORT-TERM (Month 1-3)

Practices to implement:

Behaviors to address:

LONG-TERM (3-12 months)

Cultural shifts to pursue:

Systems to change:

30-60-90 Day Check-Ins

30-Day Review: How will we measure progress?

60-Day Adjustment: What might we need to change?

90-Day Celebration: How will we recognize progress?

Part 9: Evidence-Based Safety Practices

Research-backed recommendations for your team

✓ Practices to Implement

-

Frame work as learning problems: "We're figuring this out together"

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Acknowledge your own fallibility: Leaders model vulnerability

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Ask curiosity-driven questions: "Help me understand..."

-

Create forums for input: Structured ways to contribute

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Respond appreciatively: "Thank you for raising that"

-

Sanction clear violations: Address unsafe behaviors immediately

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Use inclusive language: "We" not "you" or "them"

-

Celebrate productive failure: Honor learning moments

✗ Behaviors to Eliminate

-

Shooting the messenger: Punishing bearers of bad news

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Defensive reactions: "That's not how I meant it..."

-

Public criticism: Shaming people for mistakes

-

Dismissive body language: Eye rolls, sighs, looking away

-

Favoritism or in-groups: Creating insiders and outsiders

-

Perfectionism demands: Unrealistic zero-error expectations

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Blame language: "Why did YOU..." instead of "What happened?"

-

Gossiping or triangulation: Talking about people not with them

Psychological Safety Rituals to Adopt

Daily/Weekly Rituals:

- Start meetings with personal check-ins
- "Stupid question time" in every meeting
- Weekly "mistake of the week" sharing
- End-of-day vulnerability rounds
- Gratitude for risk-taking

Monthly/Quarterly Rituals:

- Anonymous safety pulse surveys
- "Elephant in the room" discussions
- Leadership vulnerability sessions
- Team retrospectives on safety
- Celebrate improved safety metrics

Team Commitment to Psychological Safety

We commit to creating and maintaining a culture of psychological safety where all team members feel valued, heard, and able to take interpersonal risks. We recognize that building safety is ongoing work that requires vulnerability, accountability, and collective effort. We will measure our progress, address setbacks constructively, and celebrate improvements together.

Your Signature:

Date:

Facilitation Guide for Team Discussion

Preparation (Before Meeting):

- All team members complete individual worksheets

- Facilitator reviews for common themes
- Select neutral facilitator (consider external if needed)
- Schedule 2-3 hours minimum
- Choose comfortable, private space

Discussion Structure (Suggested):

- Opening (15 min): Set tone, review guidelines, share commitment to honesty
- Assessment Share (30 min): Discuss overall safety scores and patterns
- Fear Naming (45 min): Brave space to voice fears (anonymous if needed)
- Strength Recognition (20 min): Acknowledge what's working
- Barrier Analysis (30 min): Identify specific obstacles
- Action Planning (40 min): Create concrete next steps
- Closing (15 min): Commitments, gratitude, follow-up plan

Follow-Up Requirements:

- Document decisions and action items immediately
- Share summary within 48 hours
- Schedule 30-day check-in before leaving
- Assign accountability for each action item
- Create visible progress tracking