

Pre-discussion Worksheet

Please fill out the following sections before the discussion and print/bring this sheet with you.
For details on Ocapi or on Qualities of Relationships, Collective Thinking and Actions, please check "Ocapi at a Glance."

Q. What does the "desirable state of the team" look like?
Please write down your own thoughts on the following four categories.

1. Quality of Relationships Relationships among members and the atmosphere in the workplace

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2. Quality of Collective Thinking Members' perceptions and team's collective thinking

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3. Quality of Actions Patterns of actions and practices in the team

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4. Quality of Results The team's condition, business performances, and voices from clients and society

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Dr. Ocapi

Thank you for your time!
Please print out this sheet and bring it to the discussion.
Also make sure to read through the next page before the meeting.

▼ See the Next Page for the Points for Discussion

Tips for a Fruitful Discussion

Etiquettes for Discussions

Ocapi discussions are intended to enable all participants to voice their opinions openly and comfortably, regardless of rank or position. For a fruitful discussion, please keep the following in mind.

Make sure we...

- Treat one another as equals and be free from roles and positions.
- Try to listen to others with respect and think flexibly.
- Share thoughts openly.
- Do not deny or judge others' opinions.
- Do not direct the discussion toward a particular conclusion. Leaders should be especially careful.

Report Contents

The discussion will be held using the Ocapi report. It is a summary of the responses to the questionnaire, showing the team's average value for each property in the Quality of Relationships/Thinking/Actions. The scores show how team members perceive the team's condition, not an objective evaluation. Use it as a cue to gain insight into what is happening in the team right now.

1

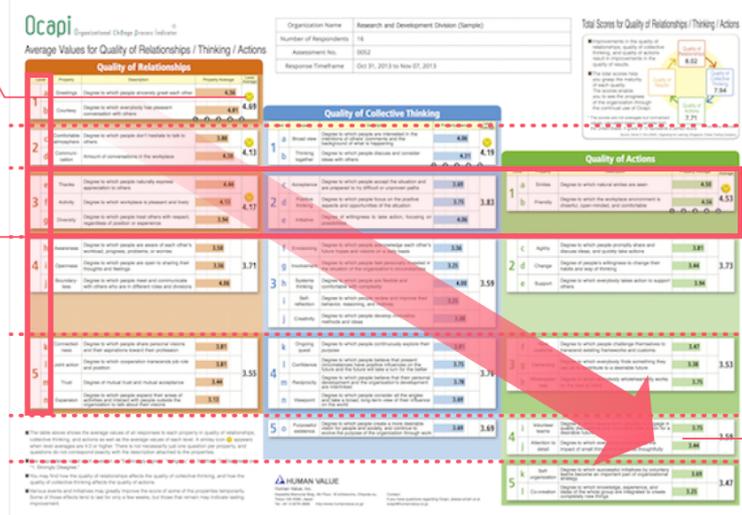
A smiley icon will appear when the score is 4.0 or higher

A smiley icon will appear when the average value reaches 4.0 or higher. Use them as a rough guide to gauge the progress of the team. The goal of the change efforts should always be the desirable state of the team.

2

Look for a significant gap between layers

If you see a significant gap between levels, it may indicate that the team's effort is showing progress up to that level.



3

The bottom right is more difficult to achieve

Generally speaking, properties toward the bottom right are more difficult to achieve, and their scores tend to be lower. If that is not the case with your team, it could suggest the strength of your team.

Interpretation of the Results

- High scores do not necessarily mean better, and low scores do not necessarily mean worse. The scores may get lower as the respondents' expectation or awareness gets higher.
- Ocapi does not provide comparison with other teams or standards. Focus on the team's desirable state and consider the current condition of the team.
- Interpret the scores and gain insight on the team's current state by linking the scores with specific matters and members' feelings or thoughts.