



# TEAM EMOTIONAL INTELLIGENCE SURVEY

Ei World

## Process Guide for Qualified Practitioners

For all queries, please contact the Ei World Team:

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## Team EI Survey Portal User Guide

### Introduction

The increasing complexity of teamwork in the 21st Century means that teams are unlikely to achieve superior performance through chance alone, or even though the skill-set of an able team leader...*What matters for team's today is whether a team leader can facilitate the development of a team environment that supports constructive interactions, collaborative work processes and team effectiveness.*

Thank you for choosing to incorporate Team Emotional Intelligence theory, tools and survey into your professional work as a coach, consultant or learning and development professional.

This user guide is for qualified users of the Team Ei Survey Webinar Accreditation, and will assist you with all stages of conducting the Team Ei Survey on your chosen team.

The Team Ei Survey is the copyright of Professor Vanessa Druskat & Dr. Steven Wolff of GEI Partners, co-creators of the theory and concept of Team Emotional Intelligence. The Team Ei Survey portal is the copyright of Ei World Partners.

## Planning Cycle

1. Establish a timeline to run the Team Ei Survey with your client.

Example:

- Send email to team (or ask team leader to) informing them about the survey (draft communication detailed below) - **Friday April 23**
- Launch email from you to the team (draft communication detailed below) - **Monday April 26**
- Survey Launch - **Tuesday April 27**
- Status update to Team Leader and e-mail reminders to team (draft communication detailed below) - **Monday May 3**
- Survey Deadline - **Friday May 7**
- Download Team Report - **Monday May 10**
- **60-minute Expert and Practitioner Debrief (not included in this package, however this can be an additional add-on for future Team Ei Surveys)**
- Present Team Ei Findings to team – **Friday May 14**

2. Draft Communications:

- Draft comms 1 – Information about Survey – from you or Team Leader to team  
**Subject:** Reply by {{survey\_deadline}} Our {{team\_name}} Development

Dear members of {{team\_name}},

(Insert introductory paragraph setting the team development context e.g. Following recent discussions with Team Leader in the context of the business growth aspirations, we have been engaged to support you in becoming a high performing team)

As preparation for our team development work, I am writing with a request to complete a confidential online survey about the team. In our team session on [Insert details of meeting including date], we will use the results of the team survey to generate discussion of the team's current strengths and opportunities for improvement.

Ei World, an external company is processing the team ei survey on our behalf, which is based on the research and concept of Team Emotional Intelligence. The survey assesses team behaviors, norms, and processes linked to high team performance.

It is very important that you answer the questions honestly, so that the report accurately reflects your opinions about how your team behaves and interacts. Your responses are anonymous. Your name will not appear anywhere in the survey report, which will include only a summary of all of our responses.

I am writing now to ask you to complete the on-line "Team Emotional Intelligence Survey" when it arrives in your in-box. It will arrive on [Date] from Ei World. You are asked to complete the survey by {{survey\_deadline}}. We must achieve a 100% response rate by the deadline.

If you don't receive a survey link, please email [info@eiworld.org](mailto:info@eiworld.org) with the subject line: Missing Team Survey Link (or please alert me, as you prefer).

Actions needed:

Please look out for the team survey on [Date] and plan to complete it by {{survey\_deadline}}. If you don't receive an email, please email [info@eiworld.org](mailto:info@eiworld.org).

I look forward to working with you to enhance the effectiveness of your team.

Best regards,

[Qualified Practitioner or Team Leader]

- **Draft comms 2 – Survey Launch – From Survey system**

**Subject:** {{team\_name}} - Team Survey by {{survey\_deadline}}

Dear {{respondent\_first\_name}},

Following [Your name or team leader name] email on [Date of email] below are instructions for completing the Team Emotional Intelligence Survey. Please complete the survey by {{survey\_deadline}}. It will take you about 20 minutes to complete the survey.

This survey is designed to assess the common behaviours, norms and processes in your team, {{team\_name}}. Your responses to the questions in this survey will be anonymous. They will be combined with responses from all members of your team and summarized into a survey report.

Please click on the link below (or copy-and-paste the link into your web browser) and complete the survey by the deadline, which is at the close of business on {{survey\_deadline}}. Once you begin the survey, it is important that you complete it because your responses will not be saved for later.

The link to the survey is:

{{survey\_url}}

This is a personalised link, which allows us to track who has completed or not yet completed the survey. Please only use this yourself and do not forward to anyone else or your responses may be overwritten.

This short video gives you some background information on the survey:

<https://www.youtube.com/watch?v=THPXymHjceQ>

Please answer the questions as candidly and honestly as possible. There are some open-ended questions at the end of the survey that allow you to include additional thoughts and comments about your team. Please note that these comments will appear in the report verbatim --exactly as written. Your name will not be included with any comment.

If you have questions please feel free to contact me, or if you have any technical problems please contact [info@eiworld.org](mailto:info@eiworld.org)

Best regards,

[Your name]



- Draft Comms 3 – Survey Reminder – From Survey system  
**Subject:** REMINDER: {{team\_name}} - Team Survey by {{survey\_deadline}}

Dear {{respondent\_first\_name}}

This is a gentle reminder... If you have not yet completed the Team Emotional Intelligence Survey for your team, {{team\_name}}, please do so right away. The deadline is the close of business on {{survey\_deadline}}.

A reminder that the link to the survey is:  
{{survey\_url}}

Thank you for your cooperation.

Best regards,  
[Your name]

3. You will need:
  - Full Team Name, as you want it to appear on the front cover of the Team Report.
  - Logo of either your company or your client organization, that you want to use on the front cover of the Survey Report. You will need to upload this into the survey system on your behalf for report generation.
  - Team member list in excel (this can be downloaded from the portal). Do check that you have included the team leader in the list.
4. The portal can be accessed from: [http://www.eiworldsurveys.net/users/sign\\_in](http://www.eiworldsurveys.net/users/sign_in)  
If you have any issues accessing the portal, please contact [info@eiworld.org](mailto:info@eiworld.org)
5. Please refer to the User Guide that has been sent to you for instructions on how to use the portal and administer the survey through the Team Ei Survey portal.  
If you have any issues using the portal, please contact [info@eiworld.org](mailto:info@eiworld.org)