

**Sample:
European Leadership Team – Survey Questions**

Interviewee: _____ **Date:** _____

- 1-) What is working on the EU-LT? What do you think has been successful in the past year?
- 2-) Where do we need to make changes in our process or focus? (You may want to answer the following questions and return to this one.)
- 3-) Are our EU – LT objectives developed in XXX still relevant for XXXX? Please comment, edit and add make any changes.

EU – Team Objectives - XXXX

- **Catalyst of cultural transformation activities**
- **Site operations update/meeting: information, discussions, suggestions and decisions**
- **HR-Finance information sharing and collaboration**
- **Discuss issues/questions from GPCD (and close them out)**
- **Decision making/recommendations**
- **Forum to bring employees closer to management**
- **Follow up on EU sites G&Os, metrics, ...**

Are any changes or revisions needed?

- 4-) Do we have the 'right mix' of topics at our meetings? Is there enough depth? Are there things we should be discussing that we are missing? Please comment.
- 5-) Are our meeting principles still the right ones? Do we need to add others? Please comment:
- **Clear G&Os**
 - **Not afraid to speak up**
 - **Ensure confidentiality**
 - **Summarize action points and conclusions**
 - **Evaluate meeting quality at the end**
 - **All group members participate/contribute**
 - **Everyone's opinions are heard and appreciated**
 - **Build consensus**
 - **All team members share and agree to implement final decisions.**
- 6-) Do we have the 'right logistics' for XXXX? Are we meeting frequently enough? Do we have the right membership? Should we link the participation in the EU – LT to the Performance Management process with a shared goal that can be measured? Currently:
- **Timing:**
 - **Duration:**
 - **Set up: Agenda template: standard topics + suggestions**
 - **Meeting minutes/Distribution**

7-) Please comment on the Leadership of the Team and anything that would support the ongoing success of the group?

8-) Are you still interested in serving on this Team? Can you make the commitment of time and responsibilities?

9-) Is the Team too large? What changes should we make?

10-) Other comments or information that may be helpful to discuss.