

PSYCHOLOGICAL SAFETY AMONG TEAMS

A 10-Min Guide to Spark Team Conversation and Shared Learning

GUIDE 1: STARTING THE CONVERSATION

This conversation series helps teams strengthen psychological safety through short discussions built into existing meetings. Psychological safety isn't about being comfortable all the time — it's about whether people feel able to ask questions, raise concerns, or share different perspectives early enough to improve how the team works, instead of issues showing up later as frustration, mistakes, or miscommunication.

This specific conversation introduces psychological safety in everyday terms, why it matters, and begins the conversation in a low-pressure way.

10-MINUTE CONVERSATION AGENDA

1 Minute | Set the Tone

Leader Open: “Let’s pause for a few minutes to talk about something that affects how we work together as a team: psychological safety. At a basic level, this is about whether it feels okay to ask questions, share ideas, or speak up when something doesn’t seem right. When people don’t feel comfortable doing that, things often get missed or show up later as frustration or extra work. Today is just about starting the conversation and building a shared understanding.”

4 Minutes | Spark Discussion

Discussion Prompt: “Think about a time at work when it felt okay to ask a question or share an idea. What made that moment feel easier?”

4 Minutes | Agree on One Team Norm

Discussion Prompt: “Based on what we just shared, what’s one small thing we could try as a team to make moments like that happen more often?”

1 Minute | Close the Conversation

Leader Close: “Thanks for the discussion. I heard [insert 1–3 themes]. Let’s try a short experiment - for the next [X] weeks, let’s try [one specific behavior]. We’ll come back to this in a future meeting [set date] and talk briefly about what helped, what got in the way and what we need to adjust.”

After the Conversation | Follow-Through Guidance

- Email everyone the key themes that surfaced and the team practice you agreed to test, noting the date when the team will briefly revisit the experiment.
- At the follow-up, spend 5 minutes discussing: a) what helped, b) what got in the way, c) what to keep, adjust, or drop.

Facilitation Notes

- This does not need to be perfect. Employees don’t expect polished facilitation. They want to see leaders thinking how work feels day to day.
- If the group is large, do pair or small-group discussion before sharing highlights with the full team.