

LEARNING ENVIRONMENT AUDIT

Purpose

Assess how your team culture and practices support or hinder continuous learning and adaptive capacity.

Instructions

Rate each element on a scale of 1-5 (1 = Rarely/Never, 5 = Consistently/Always) and provide specific examples.

Part 1: Psychological Safety Assessment

Element	Rating	Evidence/Examples	Improvement Ideas
Team members freely admit mistakes and gaps in knowledge			
Different perspectives are actively sought and valued			
People ask questions without fear of appearing incompetent			
Failures are discussed openly for learning purposes			
Team members give and receive candid feedback			

Psychological Safety Score: ____ / 25

Part 2: Learning Resources and Support

Element	Rating	Evidence/Examples	Improvement Ideas
Time is explicitly allocated for learning activities			
Budget is available for learning opportunities			
Learning resources are accessible and relevant			
Experienced team members support others' development			
Learning is integrated into regular work, not separate			

Learning Resources Score: ____ / 25

Part 3: Knowledge Sharing Practices

Element	Rating	Evidence/Examples	Improvement Ideas
Information is readily shared across the team			
Effective documentation exists for key processes			

Regular forums exist for sharing insights and lessons			
External knowledge is brought into the team			
Knowledge transfer occurs before team members leave			

Knowledge Sharing Score: ____ / 25

Part 4: Experimentation and Innovation Culture

Element	Rating	Evidence/Examples	Improvement Ideas
Team members are encouraged to try new approaches			
Small-scale experiments are conducted regularly			
Failed experiments are seen as valuable learning			
Time is allowed for creative thinking and exploration			
Improvement suggestions are welcomed and considered			

Experimentation Score: ____ / 25

Part 5: Learning from Work

Element	Rating	Evidence/Examples	Improvement Ideas
Regular retrospectives review what worked and didn't			
Projects include defined learning objectives			
Team discusses the "why" behind decisions and outcomes			
Successes and failures are documented for future reference			
External feedback is actively sought and incorporated			

Learning from Work Score: ____ / 25

Part 6: Managerial Approach to Learning

Element	Rating	Evidence/Examples	Improvement Ideas
You model learning and vulnerability as a manager			
You discuss team members' growth regularly			

You connect learning to meaningful purpose			
You recognize and reward learning behaviors			
You allocate resources based on learning needs			

Managerial Approach Score: ____ / 25

Part 7: Overall Learning Environment Analysis

Total Score: ____ / 150

Strongest Areas:

1. _____
2. _____
3. _____

Areas Needing Most Improvement:

1. _____
2. _____
3. _____

Primary Barriers to Learning:

1. _____
2. _____
3. _____

Part 8: Learning Environment Enhancement Plan

Based on this audit, identify 3-5 specific actions to strengthen your team's learning environment:

Action 1:

Who's responsible: _____

By when: _____

Success looks like: _____

Action 2:

Who's responsible: _____

By when: _____

Success looks like: _____

Action 3:

Who's responsible: _____

By when: _____

Success looks like: _____

Additional Context:

The most effective learning environments balance:

- Safety to admit uncertainty with accountability for growth
- Structured learning opportunities with organic, as-needed learning
- Individual development with team capability building
- Technical skills with adaptive mindsets
- Immediate performance needs with long-term capability development

Consider conducting portions of this audit with your team rather than completing it alone. Their perspectives may reveal blind spots and increase buy-in for improvement initiatives.

