

Team Assessment Tool

1. Shared Goals and Objectives

- We understand the goals and objectives (big picture and small picture)
- We are clear about not only the objectives set vis a vis tasks that we perform, but also our role in the team and how our roles intersect
- As a team we are committed to our goals
- All team members are involved in defining and revising the goals
- Our team goals reflect individual team members' needs

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2. Utilisation of Resources

- The team effectively uses all resources at its disposal (human and material e.g. equipment)
- We establish an environment that allows all individual resources to be used
- Team effectiveness is enhanced by enabling all team members to contribute opinions and suggestions
- Individuals contribute information and ideas without fear of criticism
- There is full participation and self-regulation in the team

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3. Trust and Conflict Resolution

- Individuals feel confident and comfortable enough to disagree or confront others
- The team openly recognises conflict as a normal part of team dynamics and works in an adult way to discuss issues and resolve disagreements
- There is a climate of openness and trust in the team

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4. Shared Leadership

- All members accept some responsibility for *task* and *maintenance* functions
- Task: All members initiate discussions or actions, clarify issues and goals, summarising points, test for consensus or agreement, and seek or give information.
- Maintenance: All members encourage involvement and participation, sense and express group feelings, harmonise and facilitate reconciliation of disagreements, set standards for the group, and "gatekeep" or bring people into discussions

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5. Control & Procedures

- The team establishes procedures that can be used to guide or regulate its activities
- Mechanisms are put in place to measure, monitor and test regularly
- Team development and team-member commitment is facilitated through maximum involvement in the establishment of agendas, schedules and monitoring mechanisms

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6. Effective Interpersonal Communications

- Team members communicate with one another in an open and honest manner
- Members use communication tools/skills/techniques to improve inter/intra-group relationships
- Effective interpersonal communications are apparent when team members listen to one another and attempt to build on one another’s contributions
- Individuals take responsibility for their own behaviour e.g. avoiding domination, excessive interruption

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7. Approach to Problem Solving and Decision Making

The Team will:

- Identify the problem (being careful to differentiate between the real problem and *symptoms* of the problem).
- Develop criteria (or goals).
- Gather relevant data.
- Identify all feasible, alternative solutions or courses of action.
- Evaluate the alternatives in light of the data and the objectives of the team.
- Reach a decision.
- Implement the decision

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8. Experimentation/Creativity

- The team is prepared to move beyond the boundaries of established procedures and processes in order to experiment with new ways of doing things
- “Outside the box” thinking techniques such as “brainstorming” are used to increase creativity

