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

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

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

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
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

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

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

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
• Experimental attitudes are encouraged and adopted to allow the team greater flexibility in dealing with problems and decision-making situations

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9. Evaluation

• The team periodically examines its group processes from both task and maintenance aspects.
• The team espouses a culture of “continuous improvement” to learn from mistakes and to make progress leading to team development.
• The team evaluates its progress on two levels – effectiveness (achieving results) and secondly cohesiveness – the sense of belonging and commitment by individuals to one another and the goals of the team
• The team often has itself assessed using objective tools or independent observers

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Comments and actions:

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