

Healthy Team Check List

As a leader and a team member, you need to...

- Know yourself**
- Know your team members**
- Know your stuff**

√ Quick Check List for Successful Teams

- ☐ **Ground Rules of behavior are known, agreed upon, and all are accountable to them**
- ☐ **Meetings are run well – effective use of everyone’s time**
- ☐ **Leader is known**
- ☐ **Leader is effective**
- ☐ **Leader’s expectations of team members are clear**
- ☐ **Team members’ expectations of each other *and* the leader are clear**
- ☐ **Roles and responsibilities are clear and known by everyone**
- ☐ **The right people are on our team**
- ☐ **Decide how to decide (different issues may require different methods)**
- ☐ **Team Mission, Values, and Vision are determined and all members publicly support**
- ☐ **Our team has an identity and all our team members “walk the talk”**
- ☐ **Team communication methods are known and utilized**
- ☐ **Team development is seen as an ongoing important team goal**
- ☐ **Team effectiveness and membership commitment is measured and needs are addressed**
- ☐ **We accomplish our goals**
- ☐ **Conflicts are dealt early on within the parameters of the team’s values and ground rules**
- ☐ **Each team member takes personal responsibility for his/her actions and behaviors**
- ☐ **We have fun together**

TEAM MEETING FEEDBACK AND DEVELOPMENT SURVEY

DIRECTION		1	2	3	4	5	
How well did I understand what we were to do?	Unclear						Clear
How well did we figure out a useful approach?	Poorly						Very Well
To what extent did we agree on our approach?	Very Little						A Great Deal
CLIMATE							
How well did we deal with disagreements or conflict?	Poorly						Very Well
How well did we listen to each other?	Poorly						Very Well
To what extent did we pull together?	Very Little						A Great Deal
MEMBER CONTRIBUTION							
I felt comfortable speaking my truth even if different than the leaders or other members.	Not at All						Absolutely
To what extent did we all participate?	A Few Dominated						Equal Participation
How relevant were our comments and contributions?	Off Target						On Target
To what extent did we seek good information?	Very Little						A Great Deal
To what extent did we build on each others' ideas?	Very Little						A Great Deal
QUALITY AND QUANTITY OF WORK DONE							
How well did we use the available time?	Inefficient						Efficient
How committed am I to the decisions?	Not at all						Very Committed
How aware am I of who will do what next?	Unclear						Clear

OPEN-ENDED QUESTIONS:

1. What did we do well that we should continue to do?

2. How could we have done better as a team?

3. What did I do and what could I do more to help our team be more productive?