

# CHARACTERISTICS OF AN EFFECTIVE TEAM

## Rating Form

Use this form to rate any team on twelve characteristics

### Shared Purpose And Goals

1	2	3	4	5	6	7	8	9	10
Team polarized and fragmented with competing agendas.					Team completely unified around shared goals.				

### Straight Talk

1	2	3	4	5	6	7	8	9	10
Communication is veiled, guarded; based on hidden agendas; distrust and fear of reprisals; being nice rather than being honest.					Straight talk prevails; communication is open, frank and based on trust and does not damage people or stop the action; feedback is welcome.				

### Trust

1	2	3	4	5	6	7	8	9	10
Team members distrust each other's motives; hidden agendas exist; high suspicion.					"What you see is what you get"; people are perceived as dependable, competent and having integrity.				

### Balance of Performance and Process

1	2	3	4	5	6	7	8	9	10
Most energy focused on task, closure, decisions; team social process is ignored or discounted as unimportant.					Team members recognize the importance of team social process as well as task performance, and work for a balance.				

## CHARACTERISTICS OF AN EFFECTIVE TEAM Rating Form

(Continued from previous page)

### Commitment To Decisions and Plans

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

People sometimes sabotage decisions; feelings of winning or losing prevails.

Positive commitment to decisions exists; process of discussion and deciding has unified the team; a win-win attitude prevails.

### Evaluating Effectiveness

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

No attempts made to monitor, measure or evaluate team effectiveness.

Frequent process checks and periodic team building sessions are part of regular team activities.

### Resourcefulness/Possibility

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Team members are stopped by problems or become resigned that a difference can't be made.

Team members find innovative ways to work around or through obstacles.

### Decisive, Coordinated Action

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Possibilities are not well translated to action. Decisiveness and clarity of action is often missing.

Team members are skilled at developing clear actions and coordinating them.

## CHARACTERISTICS OF AN EFFECTIVE TEAM Rating Form

(Continued from previous page)

### Listening

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Team members don't recognize their automatic listening and therefore don't create much possibility for each other.

Team members create a powerful listening for each other, and build off each other's statements.

### Active Mutual Support

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Every person for himself or herself.

On each other's side.

### Handling Contention and Conflict

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Denial, avoidance, compromise.

Acceptance, working through conflict.

### Utilization of Resources

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

Team members, outside resources not used.

Team members competence used, people outside the team used effectively.