

TEAM TIME-OUT: HOW ARE WE DOING?

This checklist is to be used a diagnostic tool. Circulate to all team members to offer their thoughts and receive their feedback. You need to be aware that some team members may not feel comfortable to comment. However, this is the point of this activity – to commence the conversation on team performance.

Team Name:						Date
Team Purpose:						
<i>"1" represents an ineffective area in need of improvement and "5" represents an area of effectiveness and strength Offer your opinion of the team's effectiveness by placing a tick in the relevant rating boxes.</i>						
Elements of this team	Rating					Comments/Example
	1 Poor	2 Fair	3 Average	4 Good	5 Excellent	
Goals – do all team members understand the strategic goals						
Meetings						
Trust between team members						
Communication between team members						
Team work – sharing the load						
Change - Ability of team to deal with change						
Decision Making – team's ability to make collective and informed decisions						
Respect - the level of respect team members have for each other						
Conflict – ability of the team to manage conflict						
Comments						
The biggest challenge we face as a team is:						
Our greatest strength as a team is:						
The one thing I would most like to see the team do is:						

Harvard School Press (2006) *Leading Teams* Harvard Business School Publishing Corporation