

# 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<br/>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<br>Poor | 2<br>Fair | 3<br>Average | 4<br>Good | 5<br>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