

HOW PRODUCTIVE IS YOUR TEAM?

Do you *really* know how effective and productive your team is at work?

Pass out the following checklist at your next team meeting and find out how high your team scores on factors critical to successful team work. Have each team member circle the answer that best fits their experience for each question.

A=Always; U=Usually; S=Seldom.

OUR TEAM MEMBERS...

- | | | | | |
|-----|--|---|---|---|
| 1) | Build on the ideas of others | A | U | S |
| 2) | Avoid blaming | A | U | S |
| 3) | Clarify statements by repeating back what was said | A | U | S |
| 4) | Cooperate with one another | A | U | S |
| 5) | Listen effectively to each other | A | U | S |
| 6) | If conflict exists, negotiate to invent win/win options | A | U | S |
| 7) | If conflict exists, talk about conflict to resolve problem | A | U | S |
| 8) | Clearly define roles so people know what to do | A | U | S |
| 9) | Feel comfortable admitting when they need help | A | U | S |
| 10) | Ask questions when they don't know | A | U | S |
| 11) | Avoid intimidating or threatening each other | A | U | S |
| 12) | Let each other know specifically what they want | A | U | S |

Add up your score - A= 2; U= 1; S = 0

- 18-24 Congratulations to your team! Your group members have good interpersonal skills. You are good at working together.
- 10-17 Your team members can cooperate and communicate sometimes, but you have difficulty resolving conflict and depending on each other.
- 0-9 Your team members usually avoid discussing the real problems in your group because of extensive, unresolved conflicts. Group members have had little training in effective communication or learning how to cooperate. Group productivity is often sabotaged by hidden agendas or lack of trust.

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