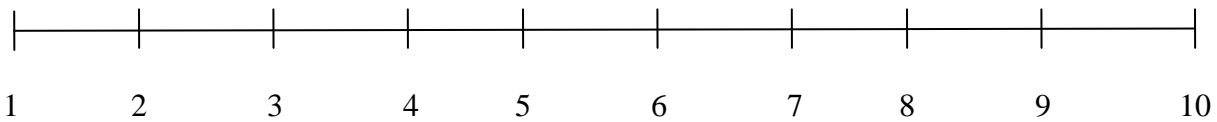


Team Effectiveness Rating Form

Date:

Indicate your opinion of the performance of your team in each area

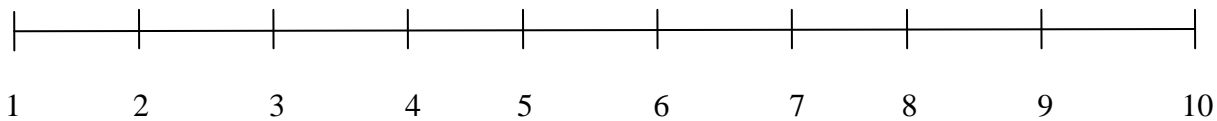
Purpose and Goals



Expectations of team are not clear. Team is not sure exactly what is expected. Not in agreement as to how their success would be measured short or long range.

All members of the team clearly understand its purpose, goals and overall expectations. Specific measurements exist with goals for success and all team members understand status of progress.

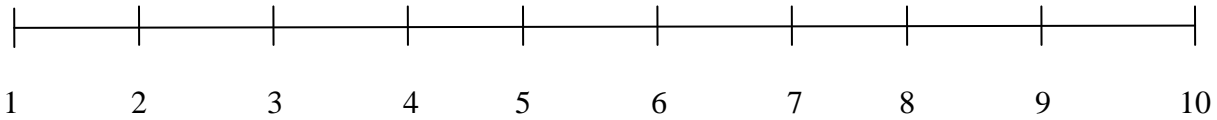
Team Operating Procedures



The team has either never agreed to operating procedures or if they have members do not take them seriously. There is little or no attempt at getting serious about team operating procedures.

The team has agreed to procedures that will assist them in working effectively together and follows them regularly. This includes reviewing adherence to the procedures periodically.

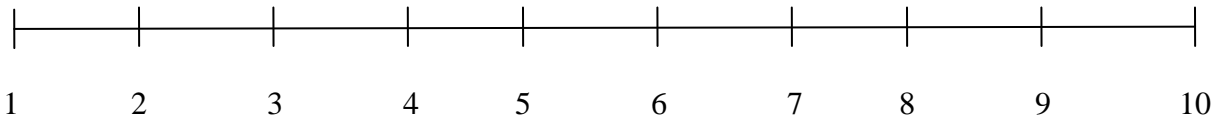
Planning



Team frequently jumps into action with little or no planning. Operates with a “Ready, Fire, Aim” mentality. An example would be no preparation or agenda for a meeting. Does not take time to plan.

Appropriate amount of time is taken to plan for all team activities. This ensures that a meaningful plan exists that all team members understand. Proper processes and tools are used for planning. The right people are involved.

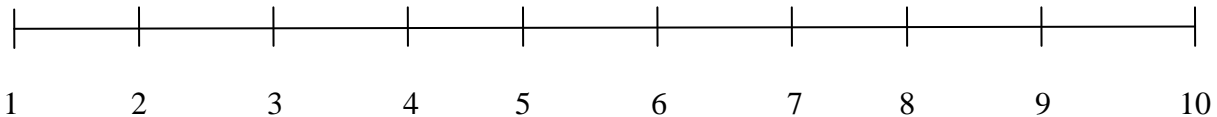
Participation



Often some members dominate while some members with important knowledge do not share their opinions. All members are not really involved.

Participation is consistently excellent from all members of the team. Knowledgeable members speak up at the right time. All ideas are always given consideration.

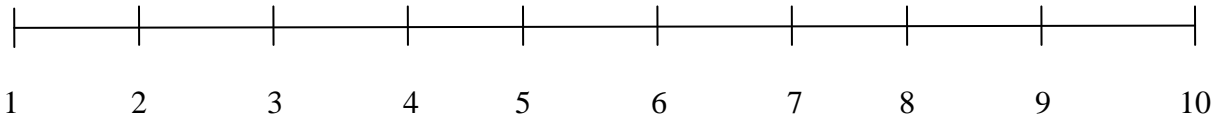
Communication Systems



Team members often do not have the information necessary to do their jobs effectively. Changes take place that is important and all team members are not aware of them.

Systems are in place and are used effectively to ensure that team members have the information necessary to do their jobs. Information flows appropriately between teams.

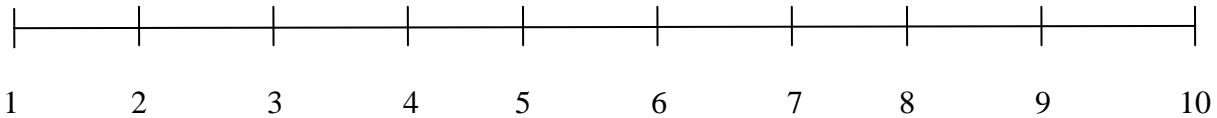
Communication Skills



Individuals do not listen effectively to fellow team members. Some ramble while others never speak up. Members Non verbal's are usually ignored. Feelings are not shared effectively.

Effective listening is a common practice. Tools such as paraphrasing are used frequently. Giving and receiving feedback is done effectively and regularly. Feelings are expressed effectively.

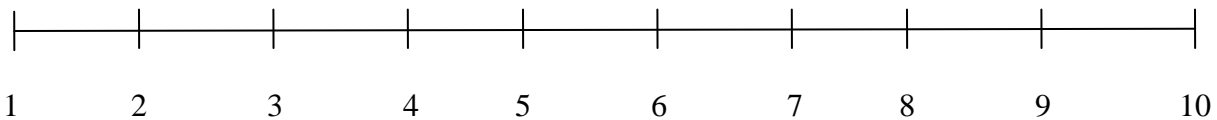
Managing Conflicts



The team typically avoids or rarely resolves differences. Differences typically drive wedges between team members. A win loose mentality exists.

The team recognizes the value of individual differences and provides the environment for appropriate discussion and resolution to provide the best decisions for the team. Differences of opinions are encouraged.

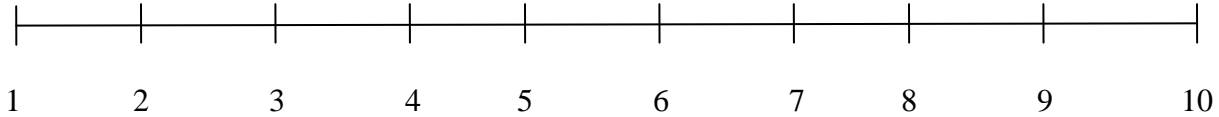
Decision Making



The team is often not in agreement with decisions made by the team. Members complain about the decisions outside the meetings and do not support the decisions with their actions.

The team's process for making decisions is clearly understood is followed regularly. All team members support team decisions with both their words and actions after the decision is made.

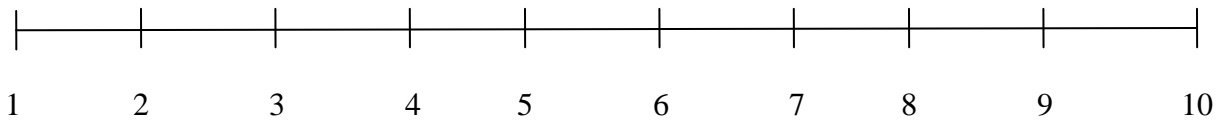
Trust



Members are often suspicious of each other. Members often do not always share what they know for fear of how the information might be used.

Members trust each other explicitly. Everyone has earned the trust of their fellow team members by their actions of the past. If a team member says something other team members can count on it being the truth.

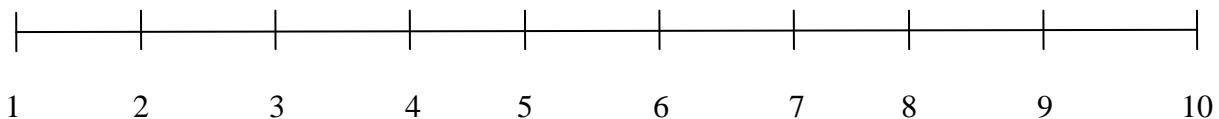
Unity and Cohesion



During challenges the team is likely to fall apart. Team members are not dedicated to the success of the team. Support for fellow team members only happens when it is convenient.

The team operates as a single unit. Everyone feels it is more important for the team to succeed than an individual to succeed. Individual members will go to extremes to support and assist both the team and fellow team members.

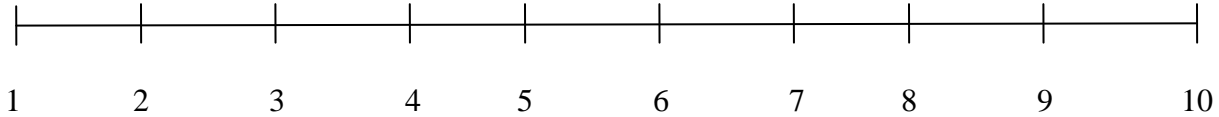
Atmosphere



There is no enthusiasm in the team. Individuals have little respect for each other. Laughter is rarely heard. Most meetings are filled with tension and are not enjoyable.

Everyone looks forward to being with their team. Healthy competition takes place between team members and other teams. The team has a positive outlook. Individuals feel safe expressing their feelings.

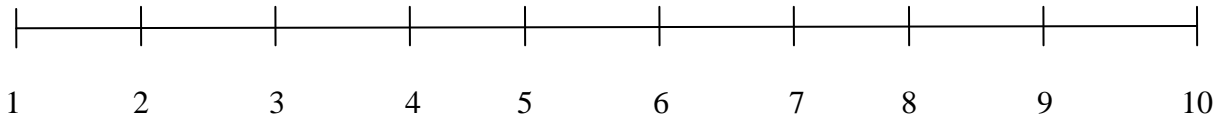
Follow Through



Teams rarely make it clear at to who is expected to do what. Even when expectations are clear members rarely do what is expected by the time indicated.

Systems exist to ensure everyone understands who is to do what and by when and everyone consistently follows through with their commitments. Exceptions occur but are rare and for good reasons not excuses.

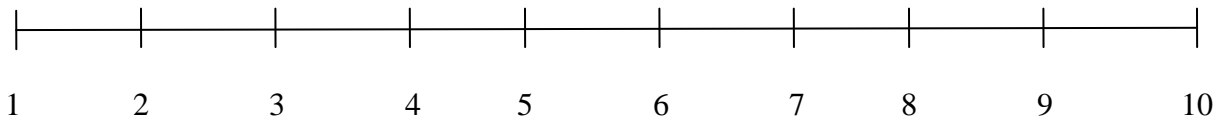
Interactions with Other Teams



Team does not work effectively with other teams. Often information is not between team that is needed. Systems for sharing information are non existent or are inadequate.

Communication links exist with other teams that the team uses to shares appropriate information. Likewise teams use the system to receive information needed to accomplish its goals. The team works effectively with other teams.

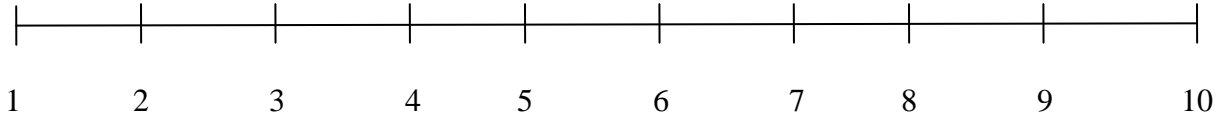
Effectiveness of Meetings



Most meetings seem to be a waste of time. Members often question their value. Agendas are not used, members do not follow their roles and other tools are not used to assist in accomplishing their task.

Excellent planning takes place prior to the meeting, members conduct the meeting in an effective manner and results consistently meet the objectives. Time is efficiently used. Members look forward to meetings.

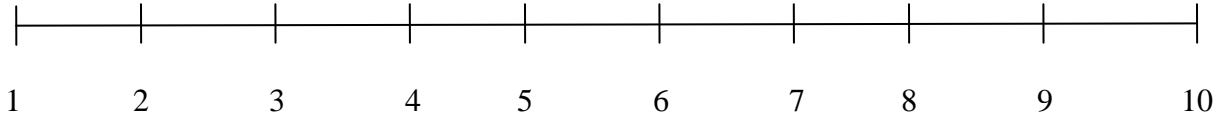
Training



The team and its members are not adequately trained. They do not have the team or job skills to achieve their goals. Training is not organized or very effective.

A good system is in place and is used to ensure that the team and its individual members have been trained and have the team and job related skills necessary to achieve the team goals.

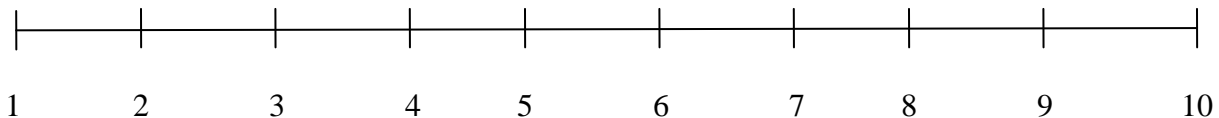
Continuously Improving Performance



The team is not striving to find ways to become more effective. As a result the team's performance is not improving.

The team is continuously using techniques to assess current performance and implementing changes to become an even better team. They know changing for the better is critical to their success.

Accomplishment of Goals



The team does not consistently meet its goals. Team does not even have a good way to measure progress or if they do they are not using it.

Expectations are clear and status toward achieving is always known. The team consistently accomplishes its goals and objectives. They are a good model for other teams to study.