

Team Self-Assessment and Effective Teams Action Plan		Strongly disagree	Disagree	Neither	Agree	Strongly agree
Core Purpose and Shared Objectives						
1	We have an agreed core purpose - we know why we are a team					
2	The team's objectives are clear and understood by all members					
3	We all agree with the objectives and how they are measured					
4	Our team's objectives are in line with the wider organisation's objectives					
5	We need to be a team in order to achieve the core purpose					
6	We review progress against our objectives regularly					
7	We are all highly committed to achieving our goals					
8	As a team, we are all heading in the same direction					
TOTAL						
Processes						
9	I have a clear understanding of my role and the rest of the team members' roles					
10	I am clear on the boundaries between each of our roles and responsibilities					
11	I understand what is expected of me as part of the team					
12	We regularly have team meetings					
13	Our meetings are consistently a good use of our time					
14	Information flows freely between all team members					
15	We often discuss our methods of getting things done					
16	We acknowledge when there is a problem and do something about it					
17	We respond quickly and flexibly to change					
18	We look for new ways of doing traditional jobs					
TOTAL						
Personalities						
19	People express their feelings as well as their ideas					
20	Everyone is listened to and there is support for new ideas					
21	People support each other when things are difficult					
22	I am committed to the development of myself and the team					
23	I have good relationships with each member of the team					
24	I am comfortable at raising and dealing with difficult issues that affect the team					
25	We are tolerant of each other's behaviour and are open to feedback					
26	We have an agreed set of ground rules that we use and review regularly					

27	The team climate promotes trust and openness between team members					
28	We bring conflict into the open and deal with it					
TOTAL						

First complete the questionnaire for a team of which you are a member. Review the pattern of your responses in each section to identify the stronger and weaker areas. Use your results and the group discussion as resources to identify specific actions or behaviours to **START**, **STOP** OR **CONTINUE**, to help you and your colleagues work more effectively as a team. Make notes below.

START:

STOP:

CONTINUE:

ADDITIONAL IDEAS: