



A CHECKLIST FOR HIGHLY PRODUCTIVE TEAMS

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The effectiveness of a team as a human system precedes sustainable and effective task accomplishment.

- ___ 1. Are outcome goals, strategies, roles, values, and action steps clear to all team members?
- ___ 2. Are goals for team effectiveness clear?
- ___ 3. Are the members of the team interdependent on each other for the successful accomplishment of the team's goals? Do team members see themselves as a team? Does each member feel ownership for the success of the team?
- ___ 4. Have team members contracted to consistently and proactively help and support each other to
 - a. Accomplish the work that each must do?
 - b. Support other team members?
 - b. Be aware of their intentions and impacts?
- ___ 5. Are the personal goals of each individual member known and supported as well as team goals?
- ___ 6. Have high quality relationships been established and maintained among all members.
- ___ 7. Does the team have all of the diversity needed to accomplish its goals?
- ___ 8. Is the diversity on the team used for learning and innovation rather than wasteful contention and conformity? Is curiosity the primary means of dealing with and exploring differences? Or are differences a trigger for establishing who's right and who's wrong/winners and losers?
- ___ 9. Do team members feel empowered to speak effectively to ways to improve the team's effectiveness?
- ___ 10. In team settings, is feedback routinely offered and received to maintain the team and its members being on course?
- ___ 11. Do team members believe their leader(s) (formal or informal) genuinely care—expressing interest, curiosity, and appreciation—about them and the team?
- ___ 12. Is the team as a whole rewarded for high performance?
- ___ 13. Are team members held accountable for keeping agreements that have been made? What are the consequences for consistently keeping agreements and what are the consequences for consistently not keeping agreements?