

## Handout 2

### Checklist for Effective Teams

#### Part One: Description of Team

Provide a brief description of the team you are assessing. The description should include the team's title and general purpose, its membership (e.g., number and roles of persons involved), and its typical format for meetings (e.g., meeting schedule and duration).

#### Part Two: Assessment of Team

Please rate your team on the following collaborative principles and processes, providing evidence as appropriate.

##### I. Presence of Underlying Principles of Collaboration

- a. **Collaboration is voluntary** in the sense that team members want to collaborate

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Strongly Disagree	Agree somewhat	Agree	Strongly agree

**Evidence:**

- b. Interactions among team members demonstrate **parity**, in terms of the value placed on the input of all team members;

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Strongly Disagree	Agree somewhat	Agree	Strongly agree

**Evidence:**

- c. The team's **belief system embraces the unique expertise of all members**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Strongly Disagree	Agree somewhat	Agree	Strongly agree

**Evidence:**

- d. The team's work is centered on at least **one commonly agreed upon goal**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Strongly Disagree	Agree somewhat	Agree	Strongly agree

**Evidence:**

- e. The team demonstrates **trust and a sense of shared responsibility in decision-making**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Strongly Disagree	Agree somewhat	Agree	Strongly agree

**Evidence:**

## **II. Evidence of Use of the Collaborative Teaming Process**

- a. The team demonstrates **face-to-face interaction, characterized by:**

- **Regular opportunities to meet**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Strongly Disagree	Agree somewhat	Agree	Strongly agree

**Evidence:**

- **Appropriate group size**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Strongly Disagree	Agree somewhat	Agree	Strongly agree

**Evidence:**

- **Effective communication systems**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Strongly Disagree	Agree somewhat	Agree	Strongly agree

**Evidence:**

- b. The team demonstrates **positive interdependence, characterized by:**

- **Clearly stated team goals**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Strongly	Agree	Agree	Strongly
Disagree	somewhat		agree

**Evidence:**

- **The use of distributed leadership functions: resource, role, and task**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Strongly	Agree	Agree	Strongly
Disagree	somewhat		agree

**Evidence:**

- **Articulation of common rewards and responsibilities**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Strongly	Agree	Agree	Strongly
Disagree	somewhat		agree

**Evidence:**

- c. Team members use effective **interpersonal skills, characterized by:**

- **The use of clearly identified group norms**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Strongly	Agree	Agree	Strongly
Disagree	somewhat		agree

**Evidence:**

- **The use of effective social skills among team members** (e.g., listening, clarifying, summarizing, conflict resolution, problem-solving)

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Strongly	Agree	Agree	Strongly
Disagree	somewhat		agree

**Evidence:**

- d. Team members **monitor and process group functioning, as evidenced by:**

- **The establishment and use of regular time to process**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Strongly	Agree	Agree	Strongly
Disagree	somewhat		agree

**Evidence:**

- **The use of a variety of methods for processing** (e.g., round robin, appointed observer, written observations/evaluation)

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Strongly	Agree	Agree	Strongly
Disagree	somewhat		agree

**Evidence:**

- e. Team members demonstrate **individual accountability, promoted by:**

- **The use of agendas to promote completion of tasks**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Strongly	Agree	Agree	Strongly
Disagree	somewhat		agree

**Evidence:**

- **The use of minutes specifying action items and “to do” lists**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Strongly	Agree	Agree	Strongly
Disagree	somewhat		agree

**Evidence:**

**Your team’s average score:**

**Comments regarding identified areas of strength and weakness:**