

Handout 7

Collaborative Teams: Assessment of Individual and Group Functioning (Adapted from Thousand & Villa, 2000; Friend & Cook, 2000; Wheelan, 1999)

Name:

Team:

Directions for Individual Assessment: Reflect on your behavior while working as a member of your team. On a 5-point scale (1= I never do; 5= I always do), rate yourself on the following skills. Select and place a star next to 2 – 4 skills that you wish to improve.

Directions for Group Assessment: Reflect on your team's strengths and weaknesses in terms of its ability to function as a collaborative team. On a 5-point scale (1= We never do; 5= We always do), rate your entire team on the following skills. Compare your findings with those of your teammates. Discuss the stage of group development in which your team appears to be functioning currently. Jointly select 2 – 4 skills that you wish to improve upon in order to continue your development as a team.

Forming Skills: Trust Building (a.k.a. Stage 1, Dependency and Inclusion)

	Self	Group
I/we observe the meeting schedule identified by the group.	_____	_____
I/we arrive at meetings on time.	_____	_____
I/we stay for the duration of the meeting.	_____	_____
I/we participate in the establishment of the group's goal.	_____	_____
I/we share individual personal goals.	_____	_____
I/we encourage everyone to participate.	_____	_____
I/we use members' names.	_____	_____
I/we do not use "put-downs."	_____	_____
I/we use an appropriate volume and voice tone.	_____	_____
I/we observe norms developed by the group.	_____	_____
I/we observe agendas developed by the group.	_____	_____
I/we make an effort to learn more about each other.	_____	_____

Functioning Skills: Communication and Distributed Leadership (a.k.a. Stage 2, Counterdependency & Fight or Storming)

	Self	Group
I/we share ideas.	_____	_____
I/we share feelings when appropriate.	_____	_____
I/we share materials or resources.	_____	_____
I/we practice excellent listening skills.	_____	_____
I/we share volunteer for roles which help the group accomplish its task (e.g., facilitator, timekeeper).	_____	_____

I/we volunteer for roles which help to maintain a harmonious group (e.g., encouraging others to participate).	_____	_____
I/we clarify the purpose of our meetings.	_____	_____
I/we clarify the procedures the group uses during meetings (e.g., use of agendas, roles, etc.).	_____	_____
I/we set or call attention to time limits.	_____	_____
I/we offer suggestions as to how to accomplish the task effectively and efficiently.	_____	_____
I/we ask for help, clarification or technical assistance when needed.	_____	_____
I/we praise team members' contributions.	_____	_____
I/we ask team members' opinions.	_____	_____
I/we use head nods, smiles, and other facial expressions to show interest/approval.	_____	_____
I/we offer to explain or clarify.	_____	_____
I/we paraphrase other team members' contributions.	_____	_____
I/we energize the group with humor, ideas, or enthusiasm when motivation is low or when tension is present.	_____	_____
I/we check for understanding of the concepts discussed.	_____	_____
I/we summarize outcomes before moving to the next agenda item.	_____	_____
I/we use communication systems identified by the group for communicating between meetings.	_____	_____

**Formulating Skills: Decision-Making and Creative Problem Solving
(a.k.a. Stage 3, Trust and Structure or Norming)**

	Self	Group
I/we seek accuracy of information by adding to or questioning summaries.	_____	_____
I/we seek elaboration by relating to familiar events or asking how material is understood by others.	_____	_____
I/we ask for additional information or rationale.	_____	_____
I/we seek clever ways of remembering ideas and facts (e.g. posters, visuals, notes, public agendas, mnemonics).	_____	_____
I/we ask other members why and how they are reasoning.	_____	_____
I/we encourage the assigning of specific roles to facilitate better group functioning (e.g., observer).	_____	_____
I/we diagnose group difficulties regarding tasks.	_____	_____
I/we diagnose group difficulties regarding interpersonal issues.	_____	_____
I/we clearly understand the process by which our team makes decisions (e.g., consensus, voting, etc.).	_____	_____
I/we clearly understand the role of leadership in our team.	_____	_____
I/we encourage the use of multiple solutions to problems through the use of creative problem-solving strategies.	_____	_____

Fermenting Skills: Conflict Management
(a.k.a. Stage 4, Work and Productivity or Performing)

	Self	Group
I/we communicate the rationale for ideas, decisions or conclusions.	_____	_____
I/we ask for justification of others' ideas or conclusions.	_____	_____
I/we extend or build upon others' ideas or conclusions.	_____	_____
I/we generate additional solutions or strategies.	_____	_____
I/we test the reality of solutions by planning and assessing the feasibility of their implementation.	_____	_____
I/we see ideas from other persons' perspectives.	_____	_____
I/we criticize ideas without criticizing people.	_____	_____
I/we differentiate differences of opinion when there is a disagreement.	_____	_____
I/we perceive that the group is aligned and successful in achieving its common goals.	_____	_____
I/we take pride in the accomplishments of the group.	_____	_____
I/we perceive the group to have achieved parity in decision-making, leadership, and fulfillment of tasks.	_____	_____