**Team Effectiveness checklist**

Teams that can answer positively to the following statements are more likely to be more effective

# **1. Do we have a focus on performance?**

## **Are we clear on our goals & priorities?**

o As a team we have clear short- and long-term goals for meaningful work

o I am clear on our team priorities

o Our resources are aligned to our priorities

o I am clear how my work contributes to the team’s goals and priorities

## **Do we pay attention to our results?**

o We periodically review our effectiveness and performance as a team (not just as individuals)

o We have visible performance indicators/measures in place which show whether we are achieving our goals

o The needs of our 'service users' and how we meet them are very important in how we rate our success as a team

o We celebrate success and achievements

## **Are we accountable and dependable?**

o Team members are accountable to each other

o When team members say they’ll do something, they follow through with it so work gets done well and on time

o Poor or weak performance within the team is addressed in a timely way

o We do not have a blame culture in the team

### Comments:

## **2. Do we adapt and respond well?**

o Communication is good within the team so I know when things change

o We coordinate amongst ourselves to address workload peaks

o We make sure we find lessons and/or opportunities in problems and successes and seek to continually improve

o We have appropriate training and/or support when changes occur to systems, processes etc

### Comments:

## **3. Do we have clarity around roles, responsibilities and decisions?**

o We have effective team structures and processes in place that support delivery of our goals

o Each team member has clarity and understanding of their role & responsibilities and the roles & responsibilities of other team members

o I know who needs to decide on what, including what I can make decisions about myself

### Comments:

## **4. Do we have good interpersonal relationships?**

### **Do we give feedback and engage productively in constructive conflict?**

o As a team we engage with alternative points of view without defensiveness or dismissal

o We give each other effective feedback so we know where we stand with each other

o We don’t avoid difficult conversations with each other

o I feel that I have a voice in the team

### **Do we have trust & psychological safety?**

o I trust my team members intentions

o There is a sense of camaraderie and mutual support within the team

o The team feels like a safe place, and no one would be punished or humiliated for speaking up with ideas, questions, concerns or mistakes

### **Is there an absence of toxic behaviours?**

These behaviours would not be tolerated in our team:

o Disrespectful behaviours (Lack of consideration, courtesy and dignity for others)

o Non-inclusive behaviours (lack of diversity, nepotism, lack of inclusion)

o Unethical behaviours (dishonesty, lack of regulatory compliance)

o Cut Throat behaviours (backstabbing, ruthless competition)

o Abusive behaviours (Bullying, harassment, hostility)

### Comments: