**Analyzing The Effectiveness Of Our Teamwork**

Team: Date: Recorder:

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| **Setting and sticking to times** |  | **Generating and using ideas** |
| 0 1 2 3 4 5 |  | 0 1 2 3 4 5 |
| No time set, just took each question as it came up | Times agreed and stuck to unless rescheduled by group |  | If anyone comes up with an idea it is “squashed” or ignored and the next item is discussed | We generate several ideas and build on them to come to workable solutions |
| **Role of participants** |  | **Team participation** |
| 0 1 2 3 4 5 |  | 0 1 2 3 4 5 |
| Participants appeared confused about their roles and did not take them | Participants understand their roles and use them fully |  | No one participates, session is run by one or two people | Everyone contributes to a group discussion, team effort, every-one has their say |
| **Using outside resources** |  | **Decision making** |
| 0 1 2 3 4 5 |  | 0 1 2 3 4 5 |
| We struggle trying to solve problems that are outside our mandate or that have not been clearly defined for us | We identify issues that we do not understand or control and use outside resources to solve the problem |  | One person decides and everyone goes with that although they do not agree | We achieve consensus unless we’ve decided by consensus that it is more appropriate to use other modes of decision making |
| **Closure of topics – no loose ends** |  | **Listening** |
| 0 1 2 3 4 5 |  | 0 1 2 3 4 5 |
| Discussions end but any decisions are not clarified and stated | All discussions and debate ends with a group consensus of conclusions and decisions |  | No one listens, everyone is shooting each other down | We listen actively to each other, making sure we understand each other’s view before moving on |
| **Focus on topics** |  | **Team spirit** |
| 0 1 2 3 4 5 |  | 0 1 2 3 4 5 |
| We stray from the topics being discussed and often go off on tangents | We are very focused on our topics and do not waste time on side issues |  | No on is interested in helping to solve the team problems | We have a good team spirit – of mutual helpfulness and shared ownership |