**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 |