

### Characteristics of a high performing team

Use the following checklist to help you assess how well your current or most recent work team performs. We suggest that you consider the direct team that you manage. Rate each item on a scale of A - E, where A is excellent and E is poor.

*Drawn from Kenneth Blanchard - The One Minute Manager Builds High Performing Teams*

	A	B	C	D	E
<b>Purpose</b>					
1. Members can describe and are committed to a common purpose					
2. Goals are clear, challenging and relevant to purpose					
3. Strategies for achieving goals are clear					
4. Individual roles are clear					
<b>Empowerment</b>					
5. Members feel a personal and collective sense of responsibility					
6. Members have access to necessary skills and resources					
7. Policies and practices support team objectives					
8. Mutual respect and willingness to help each other is evident					
<b>Relationships and Communication</b>					
9. Members express themselves openly and honestly					
10. Warmth, understanding and acceptance is expressed					
11. Members listen actively to each other					
12. Differences of opinion and perspective are valued					

*People Management Resources were developed by Rhian Cadvan-Jones, Maggie Piazza, Alain Rias and Geneviève Degeye, drawing from the quoted authors' work*

	A	B	C	D	E
<b>Flexibility</b>					
13. Members perform different roles and functions as needed					
14. Members share responsibility for team leadership and team development					
15. Members are adaptable to changing demands					
16. Various ideas and approaches are explored					
<b>Optimal Productivity</b>					
17. Output is high					
18. We aim for excellent quality					
19. Decision making is effective					
20. Clear problem-solving is apparent					
<b>Recognition and Appreciation</b>					
21. Individual contributions are recognised and appreciated by the leader and other members					
22. Team accomplishments are recognised by members					
23. Group members feel respected					
24. Team contributions are valued and recognised by the organisation					
<b>Morale</b>					
25. Individuals feel good about their membership on the team					
26. Individuals are confident and motivated					
27. Members have a sense of pride and satisfaction about their work					
28. There is a strong sense of cohesion and team spirit					
<b>Total</b>					