

Indicators of an Effective Team

- 1. Purpose:** Team members understand and agree on the team's purpose and goals.
- 2. Procedures:** There are effective procedures to guide team functioning.
- 3. Meeting Process:** Meetings are well facilitated, focused and result in clear outcomes.
- 4. Decisions:** There are clear and articulated agreements about how decisions will be made.
- 5. Commitment:** Team members buy-into decisions without hidden reservations or hesitation; actions reflect their commitment.
- 6. Member Contributions:** Member contributions (ideas or information) are recognized and utilized.
- 7. Creativity:** Team members experiment with different ways of doing things and are creative in their approach.
- 8. Collaboration:** Team members share their experience and expertise in ways that enhance team productivity and development.
- 9. Style:** Differences in style are valued and used to the benefit of the team.
- 10. Respect:** Team members feel valued as an individual member. All members are treated with respect.
- 11. Interpersonal Communication:** Communication between members is open and balanced at meetings.
- 12. Productive Conflict:** Members engage in unfiltered debate around ideas and issues related to the work.
- 13. Unproductive Conflict:** Members work constructively on issues until they are resolved.
- 14. Accountability:** Team members hold each other accountable.
- 15. Results:** The team accomplishes what it sets out to achieve.
- 16. Evaluation:** The team regularly evaluates its process and productivity.

