



Checklist:

How to Build a Global Team

This checklist will help you to structure and strengthen your approach to building and leading teams across borders, culture and time zones.

As well as being a personal self-assessment tool, you could use this checklist as a discussion framework for leadership and team meetings if you are planning to create international teams.

Section 1: Foundations for Building the Right Team

YES

NO

- Have you identified both technical competencies and local cultural fit for each role?
- Are team members clear on their responsibilities and how they contribute to the bigger picture?
- Does your team composition reflect a balance of global diversity and local relevance?
- Have you mapped out the critical skills and knowledge needed across regions?
- Are there clear pathways for team members to develop cross-cultural competencies?

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Talking Point

How does your team-building approach differ across various regions, and what can you learn from this?



Section 2: Leadership Skills and Mindset

YES

NO

- Do you regularly ask for feedback on your cross-cultural leadership effectiveness?
- Are you building awareness of your own cultural biases and preferences?
- Are you comfortable with ambiguity and making decisions with incomplete information?
- Can you adapt your leadership style to different cultural contexts as needed?
- Have you arranged for cultural intelligence training for all managers?

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Talking Points:

How do your personal leadership strengths and challenges manifest differently across various cultural contexts?

What leadership behaviors will you likely need to change or adapt most significantly when leading globally?



Section 3: Culture and Communication

YES

NO

- Are you regularly encouraging cross-cultural dialogue and curiosity within the team?
- Do you have a shared platform or forum where all regions can influence team practices?
- Have you considered time zones fairly when scheduling meetings or setting deadlines?
- Are you using asynchronous tools effectively (e.g., recorded meetings, shared documents)?
- Is everyone clear on availability protocols and communication norms?

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Talking Points:

What cultural differences have had the most significant impact on your team's communication?

When have cross-cultural misunderstandings occurred, and how did the team resolve them?



Section 4: Time Zone Management and Equity

YES

NO

- Do you rotate meeting times to share the burden of early/late calls across regions?
- Have you created a “time zone map” of your team to visualize optimal collaboration windows?
- Are critical decisions documented and shared for team members who couldn’t attend synchronous discussions?
- Do team members include their time zone in email signatures and calendar invitations?
- Have you considered cultural and regional calendar differences (holidays, workweek structures)?

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Talking Points:

What specific tools or practices have proven most effective in managing the time zone challenges in your team?

Which team members consistently bear the greatest time zone burden, and how might we create more equity?



Section 5: Goal Setting and Performance Management

YES

NO

- Have KPIs and objectives been localized and sense-checked for regional relevance?
- Have you involved local or regional managers in adapting performance metrics?
- Do you acknowledge different cultural approaches to feedback and recognition?
- Are performance expectations aligned with local market conditions and constraints?
- Have you created consistent evaluation criteria while allowing for cultural context?

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Talking Points:

How do you balance global standards with local market realities when evaluating performance?

How might performance expectations need to be adapted to different cultural contexts while maintaining overall fairness?



Section 6: Building Trust Across Borders

YES

NO

- Have you allocated time for relationship-building alongside task-focused interactions?
- Do team members have opportunities to share insights about their local context and culture?
- Have you established and shared a process for how decisions are made?
- Is there transparency about the rationale behind decisions that are made centrally and/or by senior leaders?
- Are you recognizing and valuing contributions from all regions equally?

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Talking Points:

What specific trust-building activities have strengthened relationships within your global team?

What barriers to trust exist between different locations, and what practical steps could address these challenges?



Section 7: Crisis Management and Adaptability

YES

NO

- Do your teams know how to escalate an issue across different locations and time zones?
- Have you prepared a business continuity plan for region-specific disruptions such as political events and natural disasters?
- Are decision-making authorities clearly understood if immediate action is needed?
- Do team members know how to communicate during emergencies and what, when and who to contact?
- Have you practiced scenario planning for cross-border emergencies and different scenarios?

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Talking Points:

What unique crisis situations have you encountered in specific regions, and how has this informed your global approach?

What region-specific risks should we be better prepared for, and how might we develop appropriate response plans?



Section 8: Final Reflections

What are the greatest strengths of your global team approach?

Which aspects of your global leadership would benefit from further development?

How will you measure progress in building a cohesive global team over the next year?

What specific actions will your team commit to in the next 100 days to strengthen global collaboration?

Remember that effective global leadership is a journey, not a destination. The most successful global leaders continuously adapt their approaches based on changing circumstances, so treat this checklist as a living document that you can revisit.