



Task Sheet

Team Effectiveness

This exercise will enable you to examine the overall effectiveness of your team.

Read through the following questions and tick the boxes that best represent your reaction to each. Be as honest and realistic as possible when answering the questions.

For each statement tick one of the five boxes, as follows:

1 = Strongly disagree

2 = Disagree

3 = Neutral (neither agree nor disagree)

4 = Agree

5 = Strongly agree

Check that you have a tick for each statement. Once completed, submit your sheet to the session facilitator.



	1	2	3	4	5
SMART objectives, encompassing what the team is trying to achieve, are discussed and agreed.					
Everyone is aware of their role and what they need to do if goals are to be achieved.					
There is open communication and information is shared with all team members.					
The quality of relationships within the team is generally very high.					
Leadership in the team is strong and a positive direction is given.					
The team's work is planned and carried out in a logical and systematic way.					
Conflict within the team is managed in a positive and constructive manner.					
Team members are well respected by those with whom they interact.					
Helpful review mechanisms are in place.					
Generally the team produces positive outcomes and achieves its objectives.					



Action Plan

Now complete the exercise by developing an action plan which will specify what the team should do more of, less of, and carry on doing the same. Write your ideas in each section.

What should your team do more of?

What should your team do less of?

What should your team carry on doing the same?