

From the Innovator Tool Box

Building Effective Teams

Members of effective teams are committed to group goals above and beyond their personal goals and understand how the team fits into the overall business of the organization. Team members trust each other to honor commitments, maintain confidences, and support team goals, and they feel a sense of partnership with each other despite differences and disagreements.

On effective teams, everyone has a role and participates in achieving consensus on action plans, and every effective team has a clear purpose, established communication methods, agreed upon ways of dealing with problems, planning procedures, regular meetings, and meeting agendas and minutes.

The following survey can help team members analyze strengths and challenges, plan staff development to address critical issues, and celebrate the team's progress in becoming more effective:

	<i>We Need help with this</i>	<i>We're making progress</i>	<i>We have reason to celebrate</i>
1. The team includes members with varied teaching styles, learning styles, skills and interests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Members respect and trust each other.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Members agree on the team's mission.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Members consider the team's mission as workable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The team has an action plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The team has drawn up timeline describing project steps.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Team members understand what resources are available to help meet team needs and goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. The team meets regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. The team meets at times convenient for all members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Team meeting places are convenient and comfortable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Agendas are prepared and distributed before meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Written minutes are distributed shortly after meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. The team has formally assigned roles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Members understand which roles belong to one person and which roles are shared.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Each team member takes an active role in discussions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Team members listen attentively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. The team has procedures for resolving conflict and reaching consensus.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. The team has established ways to communicate with the entire school community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>