



Team Effectiveness Questionnaire

Read the following statements. If it sounds a little like your team, score 1, if it sounds a lot like your team, score 2. If it doesn't sound like a good description of your team, score 0.

1. Everyone fully understands everyone else's role _____
2. Everyone knows exactly what is expected of the team _____
3. Team members all get along with each other _____
4. Everyone in the team has shared Values _____
5. Decision making authority for a range of situations is clear _____
6. Individual responsibilities are clear _____
7. Conflict is handled consistently and appropriately _____
8. We actively collaboration in problem solving rather than finding blame _____
9. People know where the boundaries of their role is in terms of responsibility and authority _____
10. Everyone understands the standards and expectations _____
11. There is a mechanism for sharing ideas or concerns _____
12. Team members are sensitive to the needs of others and adapt their behaviour accordingly _____
13. There is clarity about priorities and deadlines _____
14. The team leader is accepted and respected _____
15. There is good communication between team members in all directions _____
16. Shared responsibilities are understood and we take collective responsibility for completing them _____



- 17. There are clear policies and procedures in place for standard tasks _____
- 18. There is real clarity about the main purpose of the team _____
- 19. People are trained and supported to do the things expected of them _____
- 20. People in the team trust each other _____
- 21. We understand the boundaries and scope in which the team operates _____
- 22. We are aware of the strengths and weaknesses in the team _____
- 23. We deal with conflict maturely _____
- 24. Everyone knows how and when to communicate with each other _____

Scoring the Questionnaire

Now transfer your scores to the following grid, and add up each column.

| Column A | | Column B | | Column C | | Column D | |
|--------------|--------------------------|--------------|--------------------------|--------------|--------------------------|--------------|--------------------------|
| 2 | <input type="checkbox"/> | 1 | <input type="checkbox"/> | 5 | <input type="checkbox"/> | 3 | <input type="checkbox"/> |
| 4 | <input type="checkbox"/> | 6 | <input type="checkbox"/> | 7 | <input type="checkbox"/> | 8 | <input type="checkbox"/> |
| 10 | <input type="checkbox"/> | 9 | <input type="checkbox"/> | 11 | <input type="checkbox"/> | 12 | <input type="checkbox"/> |
| 13 | <input type="checkbox"/> | 14 | <input type="checkbox"/> | 17 | <input type="checkbox"/> | 15 | <input type="checkbox"/> |
| 18 | <input type="checkbox"/> | 16 | <input type="checkbox"/> | 19 | <input type="checkbox"/> | 20 | <input type="checkbox"/> |
| 21 | <input type="checkbox"/> | 22 | <input type="checkbox"/> | 24 | <input type="checkbox"/> | 23 | <input type="checkbox"/> |
| Total | | Total | | Total | | Total | |

Now identify which is your highest scoring column.

- If you scored mostly As, your team is strong in having a defined GOAL.
- If you scored mostly Bs, your team clearly understands the ROLE they play
- If you scored mostly Cs, your team has good underlying PROCESSES
- If you scored mostly Ds, your team has great INTERPERSONAL RELATIONSHIPS.

Consider what you are doing in the areas where you are strong, so you can continue. In your weakest area, consider what you can do to strengthen your team.