

TOOL

Indicators of an Effective Team



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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 individual members. 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.

Exhibit 1.2. © Elena Aguilar, *The Art of Coaching Teams: Building Resilient Communities that Transform Schools*. Jossey-Bass, 2016.

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