

TEAM EFFECTIVENESS ANALYSIS QUESTIONNAIRE

Name of learner: _____

Name of colleague: _____

REQUIREMENT	YES	NO
<p>Team Foundation</p> <p>1. The team has a clear vision of what it is supposed to do.</p> <p>2. The team's activities are guided by a clear Mission Statement/Charter.</p> <p>3. The team's goals are closely aligned with the goals of the organization.</p> <p>4. The team has adequate skills and member resources to achieve its goals.</p> <p>5. Everyone on the team has a clear and vital role.</p> <p>6. The team has adequate meeting time, space, and resources to achieve all objectives.</p> <p>7. Team meetings are well attended by all team members.</p> <p>8. The team can measure its performance effectively.</p> <p>9. The team understands its customer requirements (internal and/or external).</p> <p>10. This team is promptly informed of changes in policy or new developments.</p> <p>11. The department or unit has clear expectations of this team.</p> <p>12. The team receives adequate training to function effectively.</p>		
<p>Team Functioning</p> <p>13. Team meetings are run efficiently.</p> <p>14. Everyone on the team participates at an acceptable level.</p> <p>15. This team works well together.</p> <p>16. This team works well with other teams/departments in the organization.</p> <p>17. The goals and objectives of this team will have a positive impact on the organization.</p> <p>18. The team is on a continuous improvement curve.</p> <p>19. The team uses an effective short and long-term strategic planning process.</p> <p>20. The team meets its (internal and/or external) customer requirements.</p> <p>21. The team is productive.</p> <p>22. Team functioning doesn't interfere with getting my own job done.</p>		
<p>Team Skills</p> <p>23. The team members communicate well with one another.</p> <p>24. Constructive feedback is given by the team.</p> <p>25. Team members are familiar with each other's job responsibilities.</p> <p>26. The team uses effective decision making processes and problem solving skills.</p> <p>27. The team monitors and progresses the plan of care.</p> <p>28. The team can change or improve the way it goes about working on its tasks.</p>		
<p>Team Leadership</p> <p>29. My manager/supervisor promotes participation by the team in key decisions.</p>		

<p>30. My manager/supervisor shares responsibilities with team members.</p> <p>31. My manager/supervisor is an effective leader.</p> <p>32. I share my ideas/suggestions whether or not my manager/supervisor agrees with my input.</p> <p>33. My manager/supervisor focuses on building team's technical and interpersonal skills.</p> <p>34. My manager/supervisor coaches and supports individual team members.</p> <p>35. My manager/supervisor promotes individual problem solving and intelligent risk taking.</p> <p>36. My manager/supervisor leads by example. Team Climate and Atmosphere</p> <p>37. Team members trust each other.</p> <p>38. Morale on this team is high.</p> <p>39. Team members support each other.</p> <p>40. There are no feelings among team members which might pull this team apart.</p> <p>41. The team resolves conflicts soon after they occur.</p> <p>42. I feel free to express my opinions.</p> <p>43. I have an influence on team decisions.</p> <p>44. Team members can openly discuss their own problems and issues.</p> <p>45. Team members show consideration for needs and feelings of other team members.</p> <p>46. Team members receive recognition for individual performance.</p>		
<p>Team Identity</p> <p>47. I know why I am on a team.</p> <p>48. I am pleased to be on a team.</p> <p>49. The team subscribes to a clear set of values.</p> <p>50. This team is fun to work with.</p> <p>51. No individual, group or gender dominates team activities.</p> <p>52. The team has a positive self image.</p> <p>53. The team recognizes the patient as a critical team member.</p> <p>54. The team is a safety net for patients.</p> <p>55. I am a member of a team in which the leader promotes teamwork.</p>		

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE