

30 Point Team Checklist



Want to know how well your team is performing and how the team members feel? Here's a quick method of finding out.

Hand this questionnaire out to all the members of your team and ask them to tick the boxes where they feel the statement applies to the team.

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1. We have a clear idea of what we are to achieve
2. We regularly review our team performance
3. We trust each other
4. The work in our team is fairly allocated
5. We can cover for each other during periods of absence
6. We understand how our collective efforts contribute to the purpose of our organisation
7. We don't feel the need to gossip
8. The atmosphere of our team is friendly and relaxed
9. We are aware of everyone's strengths and weaknesses
10. During times of pressure, our team works even better
11. We have fun together
12. We feel we have the necessary resources to perform our roles to the best of our abilities
13. We express our opinions honestly
14. When new demands are put upon us, we respond together
15. We encourage innovation and ideas from each other
16. We are all regularly consulted and involved
17. We learn from our mistakes
18. We are receptive to change
19. We regularly question the way we operate to enable us to improve
20. We do not ignore conflict: we deal with it in an open way
21. The work in our team makes best use of everyone's strengths
22. We are well organised
23. We praise each other when we do good work
24. We listen to each other
25. We always offer solutions to problems
26. We devote time to brainstorming and off-the-wall ideas
27. We support each other
28. We are happy to take responsibility for what we do
29. We meet outside work to socialise
30. We have constructive and worthwhile team meetings

