

# High Performing Team Checklist

## 1. Ground Rules

- ☐ You have established expectations about team behavior and values.
- ☐ Ground rules are written down and you refer to them regularly.

## 2. Team Identity

- ☐ The team can describe its primary purpose and metrics for success.
- ☐ You actively foster personal relationships among team members.

## 3. Participation

- ☐ Team members actively contribute to tasks and discussions.
- ☐ Team members regularly practice active listening.

## 4. Meeting Management

- ☐ Meetings are prepared with appropriate agendas.
- ☐ Participation is managed in the meetings.
- ☐ Decisions and action items are recorded.

## 5. Problem Solving

- ☐ Before diving into a problem, the team establishes a structured process.
- ☐ Team decision techniques allow for focused discussion and balanced input.

## 6. Decisions

- ☐ The team is capable of making a consensus decision in a timely manner.
- ☐ The team uses multiple decision models (e.g., consensus, voting, delegation) as appropriate to the situation.

## 7. Conflict

- ☐ The team regularly encounters disagreements.
- ☐ Team members feel free to voice conflicting points of view, including when they disagree with the leader.
- ☐ Conflicts are resolved in a timely and direct fashion, with no damage to relationships and with the best possible outcome.

## 8. Continuous Learning

- ☐ You use techniques for team feedback.
- ☐ Your ground rules reinforce creativity and continuous improvement.

## 9. Leadership

- ☐ You consciously work to build the components of a high performance team.