

In analyzing the effectiveness of a team and assessing options for improving performance, a team leader should ask the following questions:

- Do members have a common understanding of team goals?
- Does the team recognize members' contributions?
- Has the team agreed on procedures to guide its functioning?
- Does the team evaluate its performance?
- Has the team agreed on a decision-making process?
- Do team members share their experience and expertise?
- Have team members agreed on clear roles and responsibilities?
- Do team members treat each other with respect and trust?
- Is communication open and participatory?