

Characteristics of Well Functioning Teams

Keep the following in mind:

- Teamwork improves the working environment.
- Teamwork keeps communication consistent.
- Teamwork relieves stress.
- Teamwork reduces errors.
- Teamwork keeps communication lines open.

Open Communications . . .

- Creates and maintains a climate of trust and open, honest communication.
- Allows team members to talk openly with one another.
- Promotes the exchange of feedback.
- Provide team members to work through misunderstandings and conflicts.

Commitment to a Common Purpose and Performance Goals . . .

- Keeps the purpose in the forefront of decision making and evaluations of team practices.
- Helps one another maintain the focus.

Shared Responsibility . . .

- Allows team members to feel equally responsible for the performance of the team and its outcome.
- Permits individuals to have primary roles for completing team tasks and remain flexible to do what is necessary to accomplish the team's goals and tasks.

Use of Resources and Talents . . .

- Utilizes the resources and talents of all the group members.
- Makes good use of the team's creative talent by openly sharing skills and knowledge, and encourages learning from one another.

Capacity for Self-Evaluation . . .

- Allows teams to stop and look at how well they are doing and what, if anything may be hindering their performance and communication.

Participative Leadership

- Provides opportunities for team members to participate in decision making.
- Allows team members to help set goals and develop strategies for achieving these goals.
- Allows team members to help identify tasks and decide how to approach and evaluate them.