

High Performance 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. Listening.

- 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, flexing 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 constant improvement.

9. Leadership.

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