

10 Characteristics of Effective Teams

1. Clear Mission/Purpose

- a. Provides direction and helps maintain focus
- b. All members contribute to the development of the mission
- c. Each member commits to working toward achieving the mission

2. Well Defined Goals

- a. Concrete, measurable milestones against which to measure the team's progress
- b. Outlines what is to be accomplished and the direction for achieving the desired outcomes(s)
- c. All members contribute to the development of the team's goals

3. Diversity of Skill and Perspective

- a. Drives creativity and innovation
- b. Provides a mix of complementary skills
- c. Enhances team competence and performance

4. Group Norms, Roles, and Responsibilities

- a. Clear, mutually-agreed upon rules by which the team operates
- b. Provides structure and clarity
- c. Promotes team discipline

5. Balanced Participation

- a. All members are fully involved in the teaming process
- b. Equal participation in discussions and task completion
- c. On-time completion of agreed upon tasks or activities

6. Open, Collaborative Communication

- a. Sets the foundation for group cohesion and trust
- b. Provides a sense of unity and 'oneness'
- c. All ideas, input, and opinions are sought out, valued and supported

7. Positive Atmosphere and Managed Conflict

- a. All members feel safe and comfortable sharing and taking risks
- b. Disagreement and alternative opinions are encouraged and discussed
- c. Issues/disagreements are openly addressed and resolved within the team

8. Trusting and Cooperative Relationships

- a. Work together for the good of the team ('the whole is greater than the sum of its parts')
- b. Members feel free to express their feelings and ideas without the threat of recourse
- c. Mutual assistance occurs and ensures successful completion of the team's goals

9. Effective Decision Making

- a. Use data to problem solve around areas of concern
- b. Brainstorm resources and barriers
- c. Select strategy and gain consensus on implementation

10. Participative Leadership

- a. Leadership is shared among all team members and shifts from time to time
- b. Creates shared responsibility for all aspects of team functioning
- c. Contributes to shared success and risk of failure