Module 13

Components of Effective Teams

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| Team Checklist |  |
| **Clear Goals**   * Create a vision, mission, or purpose of the group. * Create realistic objectives that give direction for tasks. | **Awareness of Group Process**   * Define and identify task concerns/issues. * Define and identify maintenance concerns/issues. * Identify which members portray which group role(s). * Portray the absent group roles. * Identify which stage the group is in. |
| **Problem Solving Skills**   * Define/identify the problem. * Analyze the problem. * Generate possible solutions. * Select the best solution. * Implement or evaluate the solution.   OR   * Assess the present situation. * Identify alternatives and/or group goals. * Identify positive/negative consequences of alternatives. * Select an alternative. | **Strong Interpersonal Skills**   * Look at self and determine your strengths and limitations. * Hold self-accountable for the change(s). * Allow group members to hold you accountable for the change(s). |
| **Open Communication**   * Listen reflectively * Use I statements. * Be genuine. * Attack the problem not the person. | **Involvement**   * Participate actively in all aspects of the group maintenance and task functions. * Share your expertise. |

Characteristics of Productive and Non-Productive Groups

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| Productive | Non-Productive |
| Everyone comes to meetings. | People come sporadically. |
| Tasks are clearly communicated to everyone. | Unclear charge or tasks. |
| Small enough group to work on task. | Too large a group for the task. |
| Deep interest in and commitment to each other, the group and task. | Lack of group interest. |
| Relationship of caring of members for one another. | Members remain fairly unrelated to one another. |
| Planned and actual movement toward task goals. | No clear movement toward goals – one meeting not necessarily related to next. |
| Work goes on between meetings. | Members rarely get together to work between meetings. |
| Problem analysis and decision-making takes place. | Little or no problem analysis or decision- making. |
| Members have feelings of achievement – low frustration level. | Frustrated feelings are evident – little to no feelings of success. |
| Communication channels are open and trust between members is high. | Communication is clogged. |
| Disagreement and controversy occur but usually move the group forward. | Little agreeable, disagreeable. |
| Members develop loyalty to group or bank and cause. | Little or no loyalty to group. |
| The leadership function and style(s) are carried out in a way that helps the group productively. | Leadership function is not clearly or decisively carried through. |
| Regular “stock taking” happens. | No evaluation or summary before moving on. |