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.
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| **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).
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| **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.
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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. |