Module 13

Team Troubleshooting Checklist

# Introduction

When a group is not functioning effectively or efficiently, use this checklist to identify obstacles that may be interfering with the group’s performance.

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|  | Lack of preparation. |
|  | Lack of influence or making a tangible difference. |
|  | Inefficient or incomplete decision-making procedures. |
|  | Ineffective task roles being performed. |
|  | Uncomfortable or unwelcoming group atmosphere. |
|  | Lack of commitment of the members or a shrinking membership. |
|  | Norms that are inconsistent with the group’s goals and mission. |
|  | Group purpose that does not meet the expectations or tasks of the group. |
|  | Lack of mutual respect and accountability. |
|  | Breakdown of communication among the group members or ineffective communication process. |
|  | Low group cohesiveness. |
|  | Low group collaboration. |