

High Performance Team Assessment

Characteristics of a High Performance Team - How does your Team stack up?	1	2	3	4	5	Score	Notes
Structural (PARTNERS Process)							
The Team has a Clear Purpose agreed and this is understood by all Team Members	No clear Purpose and never discussed	Purpose discussed broadly but no agreement	Only some of team clear on Purpose	Purpose agreed but not documented	Purpose fully agreed, documented & everyone aware		
The Specific Team Aims and Goals have been agreed and are understood by all Team Members	Aims and Goals not Identified	Aims and Goals identified but not discussed	Still some doubt over exact Aims and Goals	Aims and Goals Identified, agreed but not documented	Aims and Goals Fully Agreed and Understood		
The Team Contract is in place having been created after agreement by all Team Members	No Contract & No Discussion	Loose Team discussion about how they will work together.	Key Points discussed but no written formal Contract	Contract Created but forgotten about	Contract Agreed ,Documented and a Review process agreed		
All Team Member's Roles and Responsibilities understood by all team members with specific objectives for individuals agreed	No discussion - just a standard HR document	Broad discussion on Team roles but no discussion on specific objectives	More Clarity needed on all roles and / or objectives	Clarity around the team member's roles & objectives but not the team manager's	Full Clarity & Understanding of everyone's roles and objectives		
There are Strong Links between individuals' measurement and the Team goals.	Only the Team Leader or Manager is measured on the Team Goal	Some Loose measurement around Goals. e.g. 'Mentions'	Some tangible measurement to Team Goals. e.g. Team Awards, Possible Small Bonus	Increasing % of Bonus of Measurement linked to Team Goals	Strong Motivational Links to Team Goals via Increasing % of team:individual measurement split.		
High awareness of team members' individual behavioural 'styles' and 'strengths' via Profiling	No awareness as no profiling	Some awareness due to team member experience	Partial awareness - Styles but not Strengths or vice versa	Awareness of both styles and strengths through experience of working together	Full awareness of all styles and strengths through experience and of actual profiling		
Team Communication processes are agreed	Team Comms are totally reactive with no processes agreed	Team comms are improving through team experience	Informal comms agreed but could be more structured	Team comms are good but have evolved through time alone	Formal,structured & regularly agreed team comms		
The Team Development Plan and Individual Development plans are in place and active.	No Team Development Plan or Individual Development Plans	Individual Development Plans in place only	Team Development Areas discussed but no official plan - Individual Plans in place	Informal Team Development Plan in place but not live. Individual Development Plans live	Team Development Plan and Individual Development Plans in place and Active		

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Each Individuals' needs and expectations have been discussed & understood by all team members and agreed behaviours are outlined in the Team Charter.	No Discussion around individual team member Needs and Expectations	Management Expectations outlined	Management Expectations of Team discussed and vice versa. No individual needs discussed	Informal discussions around Needs and Expectations	Agreed Needs and Expectations outlined in the Charter		
Decision making processes are agreed & levels of empowerment understood by all team members	No Discussion	Decision making led by Team Manager only and team members unclear as to how all decisions are made	Some discussion but still some clarity needed	Team members involved in some decision making	Full Understanding of decision making processes & all team members clear on what decisions they can make		
Team reward and recognition processes are in place and understood by all team members.	No Team Reward & Recognition process in place	Company Team Reward and recognition processes in place only but poorly understood	Informal 'at manager's discretion' process for internal team reward and recognition	Company reward schemes understood although team generated schemes can be enhanced	Fully agreed Reward and Recognition schemes set by company and team & understood by all		
The Team has all the Resources it requires to achieve its Aims and Goals	No Appropriate Resources Available beyond the actual team capabilities	Some extra resources available but challenging to secure them	Some Resources available and secured but others needed	Adequate resources secured by the team but extra would ensure enhanced performance	All the necessary and enhanced Resources available and secured		
The Team's Stakeholder plan is in place and active.	No Stakeholder Plan as no discussion	Reliance on the Team Manager to manage stakeholders	Informal stakeholder plan but nothing documented	Stakeholder Plan agreed and in place but little movement and review	Full stakeholder plan in place, active and reviewed routinely		
Behaviours & Attitudes							
The team's Problem Solving capability is high and everyone contributes.	No problem solving carried out as a team - very individualistic	Team challenges discussed on an ad-hoc basis and reactively	Reactionary problem solving at formal team meetings	Team Members proactive at highlighting challenges & encouraging a team approach.	Problems and Challenges quickly identified and resolved using agreed team processes		
All team members are 'present' and engaged with each other when in conversations or in meetings – videos are on (for virtual meetings), phones are turned off, interruptions and repetition are minimised	Meetings are not effective or motivational due to a lack of engagement from team members	Meetings are not well run and tend to be dominated by the team manager	Some aspects of meeting etiquette and process need addressed to ensure full engagement	Aspects of the meeting are led by the team including input on agenda items & facilitating the odd session	All Meetings are constructive, motivational and productive with all team members having input		
Everyone is prepared to “say it as it is” and people do not talk behind others’ backs. “What’s agreed in the room, stays in the room”	The team atmosphere is not conducive to opening up and being honest	The team tasks tend to 'cover up' any open and honest discussions that are needing to be aired	The Team has 'open' discussions but they tend to be 'muted' with 'out of room' discussions still the norm	Greater openness but not all team members fully confident or comfortable to fully 'opening' out	Everything discussed openly by the team and any issues resolved 'in the room'		
Team members actively listen when others are sharing their thoughts, feelings, hopes and ideas.	Listening is poor or non-existent	Some team members attempt to listen but the more dominant team members 'rule'	Listening is happening start to fail when discussions get emotive & the manager moves the team on towards the 'tasks'	Good facilitation & coaching from the manager allows more listening to take place but consistency is lacking	All team members exhibit good listening skills & listen intently in order to fully understand situations		

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Deep trust is built and exhibited between all team members and the team leader.	No trust within the team members, suspicion & fear ruling	Elemnts of trust but these are within small 'groups' or 'cliques'	Some evidence of trust beginning to happen across the team but still a tentative approach	Increasing trust levels due to togetherness around 'issues' and improved leadership from the team manager	Highly trusting environment where the team members trust each other strongly		
Constructive challenge is regularly ignited within the team and people are 'comfortable' to resolve it with positive outcomes.	Challenge not present and too much 'acceptance' of situations. Team manager dominant & not approachable	Challenge comes from the team manager albeit increasing confidence from team to challenge on small issues	Some members 'challenge' while others 'sit back' & challenges are more process focused	Increasing levels of constructive challenge although certain issues not tackled	All members challenge actions & behaviours constructively regardless of position.		
Everyone is authentic – no facades and telling people what you think they want to hear or resisting telling the truth for fear of hurting their feelings.	Authenticity is low with far too much 'political' posturing & 'company line' talk	Team manager starting to lead by example but team reluctant to follow as yet	Authenticity improving across the team but can suffer in times of pressure and stress	Team becoming more comfortable being their authentic selves & manager encouraging said authenticity	Everyone is authentic regardless of the pressure and position		
The drive to get tasks and projects completed can potentially cause work overload.	Constant task focus causing high level of stress due to work overload	Projects and tasks are agreed & understood but team allocation is not based on team strengths	Tasks & projects are in place but not agreed support mechanisms in place.	Team support for team tasks and projects in place & where team members are struggling this is supported.	All tasks & projects are handled well with all stress being +ve		
Learning and Success is shared proactively and wins are celebrated (however small) and 'losses' analysed for the root causes and quickly rectified.	Very little sharing of learning and success with strong competition between team members	Successes highlighted formally but no sharing of learning behind the successes	Some evidence of shred learning and success through increasing team coaching but more needs to happen	More team discussion & increasing learning taking place after sharing of successes & 'failures'.	High level of sharing success & learning from success through both formal team processes and informal coaching		
Total Score						0	
Percentage						0	