



Tools for Leading Teams

Team Effectiveness Inventory

Introduction

The Team Effectiveness Inventory is an effective way to check the health and productivity of a work group. The anonymity of a written survey allows people to answer more openly and honestly, so the results are more valid. The information gleaned from such a process can be used in several ways such as the following: (a) to serve as a baseline for future improvement, (b) to focus the team on areas of relative strength and needed improvement, and (c) to indicate which areas of team performance need further investigation. When using an instrument of this kind, it is important to share the results openly with the team and take action based on the results. Circle the number that corresponds with your assessment of the extent to which each statement is true about your team as follows: 5-strongly agree; 4-agree; 3-neutral; 2-disagree; 1-strongly disagree

1. Everyone on my team knows exactly why the team does what it does.	1	2	3	4	5
2. The team leader lets members know how we're doing on meeting customer expectations.	1	2	3	4	5
3. Everyone on my team has a significant amount of say or influence on decisions that affect them	1	2	3	4	5
4. Outsiders would describe the way we communicate within our team as open, honest, two-way.	1	2	3	4	5
5. Team members have the skills they need to accomplish their roles within the team.	1	2	3	4	5
6. Everyone on the team knows and understands the team's priorities.	1	2	3	4	5
7. As a team, we work together to set clear, achievable, and appropriate goals.	1	2	3	4	5
8. I would rather the team decide how to do something rather than have the team leader decide	1	2	3	4	5
9. As a team, we are able to work together to solve conflicts rather than ignoring conflict	1	2	3	4	5
10. The role each member of the team is expected to play makes sense to the whole team.	1	2	3	4	5
11. The team understands how it fits into the organization.	1	2	3	4	5
12. If we miss a goal, our team is more interested in finding out why than reprimanding someone.	1	2	3	4	5
13. The team has so much ownership of the work that, if necessary, we would offer to stay late.	1	2	3	4	5
14. The team leader encourages every person on the team to be open and honest.	1	2	3	4	5
15. There is a good match between the capabilities and responsibilities of each person on the team.	1	2	3	4	5
16. Everyone on the team is working toward accomplishing the same thing.	1	2	3	4	5
17. The team has the support and resources it needs to meet customer demands.	1	2	3	4	5
18. The team knows as much about what is going on in the organization as the team leader does.	1	2	3	4	5
19. The team leader believes that everyone on the team has something to contribute.	1	2	3	4	5
20. Team members clearly understand the team's rules of how to behave within the group.	1	2	3	4	5