



10 Characteristics of Effective Teams

- 1. Clear Mission/Purpose**
 - a. Provides direction and helps maintain focus
 - b. All members contribute to the development of the mission
 - c. Each member commits to working toward achieving the mission
- 2. Well Defined Goals**
 - a. Concrete, measurable milestones against which to measure the team's progress
 - b. Outlines what is to be accomplished and the direction for achieving the desired outcomes(s)
 - c. All members contribute to the development of the team's goals
- 3. Diversity of Skill and Perspective**
 - a. Drives creativity and innovation
 - b. Provides a mix of complementary skills
 - c. Enhances team competence and performance
- 4. Group Norms, Roles, and Responsibilities**
 - a. Clear, mutually-agreed upon rules by which the team operates
 - b. Provides structure and clarity
 - c. Promotes team discipline
- 5. Balanced Participation**
 - a. All members are fully involved in the teaming process
 - b. Equal participation in discussions and task completion
 - c. On-time completion of agreed upon tasks or activities
- 6. Open, Collaborative Communication**
 - a. Sets the foundation for group cohesion and trust
 - b. Provides a sense of unity and 'oneness'
 - c. All ideas, input, and opinions are sought out, valued and supported
- 7. Positive Atmosphere and Managed Conflict**
 - a. All members feel safe and comfortable sharing and taking risks
 - b. Disagreement and alternative opinions are encouraged and discussed
 - c. Issues/disagreements are openly addressed and resolved within the team
- 8. Trusting and Cooperative Relationships**
 - a. Work together for the good of the team ("the whole is greater than the sum of its parts")
 - b. Members feel free to express their feelings and ideas without the threat of recourse
 - c. Mutual assistance occurs and ensures successful completion of the team's goals
- 9. Effective Decision Making**
 - a. Use data to problem solve around areas of concern
 - b. Brainstorm resources and barriers
 - c. Select strategy and gain consensus on implementation
- 10. Participative Leadership**
 - a. Leadership is shared among all team members and shifts from time to time
 - b. Creates shared responsibility for all aspects of team functioning
 - c. Contributes to shared success and risk of failure