

# Team Performance Check Up



## Instructions:

Ask each member of your team to complete the check up: 1 is lowest/poor and 10 is highest/best/excellent.

Set up a team meeting and discuss the results: the more open the discussion the more insight you can obtain.

Be sure to set enough time aside to ensure the discussion can move from sharing results to exploring opportunities and setting forward actions.

### 1. Purpose

I feel the team overall have a common and meaningful purpose to the tasks, work or projects.



How we can improve:

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### 2. Performance Goals

As a team we work towards achieving agreed goals effectively.



How we can improve:

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### 3. Method of Working

We all provide each other with quality, real-time feedback.



How we can improve:

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We all contribute positively and have real work to get on with.



How we can improve:

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We all contribute and feel our contributions are heard and fairly appraised.



How we can improve:

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#### 4. Skills

As a team, we have the right mix of skills, qualities and expertise.



How we can improve:

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### 5. Accountability & Responsibility

We all provide and receive support and encouragement from each other.



How we can improve:

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We all feel accountable for our successes.



How we can improve:

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Everyone takes responsibility for their work.



How we can improve:

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We provide each other opportunities and support to meet goals.



How we can improve:

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## 6. Motivation

All team members feel motivated.



How we can improve:

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As a team we have a high level of morale



How we can improve:

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Remember to ensure any actions set for improvements have accountability, milestones or deadlines, and some way to measure the success/achievement.

Team discussions that focus inwards – if the team are working well together or not – can sometimes be challenging. If you believe an external facilitator may be a better option to guide a team performance discussion, I am more than happy to help. Please get in touch with me to discuss your specific needs: [sally@sallyfoleylewis.com](mailto:sally@sallyfoleylewis.com) or +61 401 442 464.