The High-Performance Team Instrument

One way to monitor the effectiveness of your team is for members to assess their work in the team periodically.

**Directions:**
Using the scale below, from strongly disagree (1) to strongly agree (6), write the number that best reflects how true each of the below descriptions is for your team.

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>strongly disagree</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>strongly agree</strong></td>
</tr>
</tbody>
</table>

____ 1. We engage in open and honest communication.
____ 2. Everyone has a chance to participate in decision making.
____ 3. We all feel comfortable expressing our thoughts and ideas during team meetings.
____ 4. We listen actively to one another and try not to interrupt.
____ 5. We cooperate to get the work done.
____ 6. We all follow through on commitments made at previous meetings.
____ 7. We clarify everyone’s team responsibilities (e.g., facilitator, timekeeper, etc.).
____ 8. We fully discuss the advantages and pitfalls of all ideas and options.
____ 9. We try to generate all possible ideas and options before coming to any conclusions.
____ 10. Conflicts associated with different points of view are dealt with constructively.
____ 11. We don’t come to conclusions unless we have consensus.
____ 12. Everyone on the team does his or her fair share of work.
____ 13. We accommodate, respect, and appreciate differences in culture and ways of thinking.
____ 14. We capitalize on cross-functional strengths.
____ 15. We recognize the strengths and weaknesses of team members.
____ 16. We seek feedback and give feedback to each other.
____ 17. We celebrate our successes.
____ 18. We regularly reflect on and evaluate our task progress.
____ 19. We regularly reflect on and evaluate our team processes.
____ 20. We learn from both our failures and our successes.
____ 21. We clarify group tasks before ending a meeting.
____ 22. We set objectives and stay focused.
____ 23. We structure meetings using an agenda, objectives, and timetable.
____ 24. We are aligned around the purpose and mission of our team.
____ 25. There is a high level of trust among team members.

**Sources:**
Adapted from version found in:

Which was adapted from: