

TOOL 6.2

Building effective teams

Members of effective teams are committed to group goals above and beyond their personal goals and understand how the team fits into the overall business of the organization. Team members trust each other to honor commitments, maintain confidences, and support team goals, and they feel a sense of partnership with each other despite differences and disagreements.

On effective teams, everyone has a role and participates in achieving consensus on action plans, and every effective team has a clear purpose, established communication methods, agreed-upon ways of dealing with problems, planning procedures, regular meetings, and meeting agendas and minutes.

The following survey can help team members analyze strengths and challenges, plan staff development to address critical issues and celebrate the team's progress in becoming more effective.

	We need help with this.	We're making progress.	We have reasons to celebrate.
1. The team includes members with varied teaching styles, learning styles, skills, and interests.			
2. Members respect and trust each other.			
3. Members agree on the team's mission			
4. Members consider the team's mission as workable.			
5. The team has an action plan.			
6. The team has drawn up timelines describing project steps.			
7. Team members understand what resources are available to help meet team needs and goals.			
8. The team meets regularly.			
9. The team meets at times convenient for all members.			
10. Team meeting places are convenient and comfortable.			
11. Agendas are prepared and distributed before meetings			
12. Written minutes are distributed shortly after meetings.			
13. The team has formally assigned roles.			
14. Members understand which roles belong to one person and which roles are shared.			
15. Each team member takes an active role in discussions.			
16. Team members listen attentively.			
17. The team has procedures for resolving conflict and reaching consensus.			
18. The team has established ways to communicate with the entire school community.			

Reprinted from *School Team Innovator*. (Adapted from material prepared by the South Carolina State Department of Education and presented at the 1995 NSDC School Team Conference by Ann Ishler and Deborah Childs-Bowen.)

TOOL 6.5

Team agreement template

Team _____ Date _____

Members:

Team agreements:

Date to revisit agreements: _____