Indicators of an Effective Team

1. **Purpose**: Team members understand and agree on the team's purpose and goals.
2. **Procedures**: There are effective procedures to guide team functioning.
3. **Meeting Process:** Meetings are well facilitated, focused and result in clear outcomes.
4. **Decisions:** There are clear and articulated agreements about how decisions will be made.
5. **Commitment:** Team members buy into decisions without hidden reservations or hesitation; actions reflect their commitment.
6. **Member Contributions:** Member contributions (ideas or information) are recognized and utilized.
7. **Creativity:** Team members experiment with different ways of doing things and are creative in their approach.
8. **Collaboration:** Team members share their experience and expertise in ways that enhance team productivity and development.
9. **Style:** Differences in style are valued and used to the benefit of the team.
10. **Respect:** Team members feel valued as individual members. All members are treated with respect.
11. **Interpersonal Communication:** Communication between members is open and balanced at meetings.
12. **Productive Conflict:** Members engage in unfiltered debate around ideas and issues related to the work.
13. **Unproductive Conflict:** Members work constructively on issues until they are resolved.
14. **Accountability:** Team members hold each other accountable.
15. **Results:** The team accomplishes what it sets out to achieve.
16. **Evaluation:** The team regularly evaluates its process and productivity.

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