***INSIGHTS TEAM EFFECTIVENESS REVIEW***

Please read the statements and rate them using a traffic lights system as:

* **RED**; needing urgent attention
* **AMBER**: needs working on at some point
* **GREEN;** something the Team does well

Particularly for the questions you rate as red, jot down a couple of your ideas for improvement:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FOCUS. Does this Team:** | **Red** | **Amber** | **Green** | **Ideas for improvement in this area** |
| Know and understand what they are trying to achieve (vision)? |  |  |  |  |
| Understand how their work fits with the wider strategy of the organisation? |  |  |  |  |
| Have personal goals/objectives that are SMART? |  |  |  |  |
| Shows pace and urgency when needed to meet the needs and business requirements? |  |  |  |  |
| Takes responsibility and accountability for what they do and achieve, avoiding looking for blame or excuses? |  |  |  |  |
| **FLOW. does this Team:** | **Red** | **Amber** | **Green** | **Ideas for improvement in this area** |
| Create solutions and solve problems collectively? |  |  |  |  |
| Have clearly focussed meetings in which they readily shares ideas, solutions and opportunities? |  |  |  |  |
| Learns and grows with and from each other? |  |  |  |  |
| Celebrate success as a Team and individual successes? |  |  |  |  |
| Is agile, quick and flexible when presented with new situations and challenges? |  |  |  |  |
| **CLIMATE. Does this Team:** | **Red** | **Amber** | **Green** | **Ideas for improvement in this area** |
| Believe in each other and trust others in the team will help and support them when needed? |  |  |  |  |
| Have a commitment to being a `team` as well as operating as individuals? |  |  |  |  |
| Pulls together when the going is tough, avoiding just looking after their work areas? |  |  |  |  |
| Have the ability to maintain cohesion under pressure and handle conflict? |  |  |  |  |
| Have a genuine sense of caring and support? |  |  |  |  |
| **PROCESS. does this Team:** | **Red** | **Amber** | **Green** | **Ideas for improvement in this area** |
| Have clarity about their individual roles and where they fits in the team? |  |  |  |  |
| Have roles that are linked and interdependent? |  |  |  |  |
| Has the required balance as a Team of skills, knowledge and capability to deliver |  |  |  |  |
| Have a clear decision making process that enables everyone to commit to and embrace decisions the team makes? |  |  |  |  |
| Have measurements in place to monitor progress? |  |  |  |  |