

Quick Guide: Team Effectiveness

How effective and efficient is your team? Do you always have all the information (eg about deadlines, quality, results) that you need? Even if your team is just two people, consider and assess your team's effectiveness using the top ten tips checklist below. (And then ask the others in your team to do the same: the results may not be as you imagine!)

- 1. We understand and are consciously aware of each other's priorities.** This means we liaise and then pick up parts of priority tasks or help with other tasks to ensure all deadlines are met. This is reciprocal.
- 2. We keep each other informed** of potential problems in meeting deadlines and objectives, including each other's whereabouts. Where necessary we find solutions to those problems.
- 3. We try hard to help each other use time effectively,** and avoid interrupting one another unnecessarily.
- 4. We have a clear understanding of each other's level of knowledge,** authority and responsibility. This means we can take decisions quickly, by asking the right person.
- 5. We demonstrate that we have full confidence** and trust in each other. Delegating, allocating and sharing tasks are therefore easy and without reservation.
- 6. We keep each other well informed** of what we each need to know, to perform our jobs effectively, for example changes in instructions, procedures or outcomes.
- 7. We help each other to be well organised** and systematic. We share good practices, and regularly work out ways to improve what we do.
- 8. We try hard to anticipate each other's needs** to keep the team operating smoothly. This often means asking "what's the next step?".
- 9. We are aware of how our individual idiosyncrasies might annoy,** and try to adjust accordingly.
- 10. We express appropriate appreciation** and recognition toward each other.

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