



SAMPLE

## TEAM EFFECTIVENESS FOR BUSINESS

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## About the card sort

These cards will help you review how effective your team is functioning as a group.

Culture is built through clearly defined behavioural expectations; guided by role-modelling, coaching and leadership and defined by every behaviour. Big or small.

Often behaviours seen under pressure or around key events will help you gauge how your team works together to manage change, challenges and learning.

This tool prompts you to ask searching questions around your team's alignment, honesty, openness, trust, courage and processes.

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## How to use the cards

This card deck can be used a number of different ways to evaluate and discuss the effectiveness of your team. Here's two options:

### 1. REVIEW ALL AREAS

Get each member of your team to score each high-level category, or each question, and use this as a basis for discussion.

- What scored well and why?
- What scored lower and why?
- Were there differences of opinion within the group?

### 2. PICK ONE AREA OF FOCUS

Choose just one area that you think needs attention and start a discussion by asking for examples of where the team/group has done this well or not so well.

# HIGH



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THESE ARE HIGH OR STRENGTHS  
COMPARED TO OTHERS

# MIDDLE



THESE ARE IN THE MIDDLE OR AVERAGE  
COMPARED TO OTHERS

# LOW



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THESE ARE LOWER OR WORK-ONS  
COMPARED TO OTHERS

# NOT APPLICABLE



THESE ARE EITHER NOT APPLICABLE OR TO BE  
SORTED AT A LATER DATE

# STRATEGY AND PURPOSE



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Have we all agreed  
to and committed to  
strategy and purpose?

Have we discussed differences in team members' understanding of the strategy and purpose, and resolved any issues?

# EXPECTATIONS



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Have we defined the culture we want by being clear about what behaviours are expected of us as team members?

Are we clear about  
the roles of leaders?

# CONFLICT



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Do we handle  
conflicts constructively  
for a better outcome  
for the team?

Do people ask questions  
to further understand  
others' views?

# DECISION-MAKING

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Do we make evidenced-based decisions that are sound and reasonable?

When team decisions  
are made, does  
everyone stay fully  
committed to them?

# COMMUNICATION



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Do we raise issues with  
the people they concern  
(or air grievances with  
anyone who will listen)?

Do we admit it when  
we are uncomfortable  
or unsure?

# LEARNING



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When we do reviews,  
do people comment  
freely to suggest  
improvements?

Do all team members contribute feedback?