



**How effectively does the team work together?**

**For each of the questions below, rank your team in terms of their effectiveness at the specific item in your perspective. Identify the three most critical areas for focus to improve teamwork - the priorities - and write them in the lower box with your best first actions.**

[1] Score where you feel your team is now for each of the following questions (1=lowest and 10=highest)

		1	2	3	4	5	6	7	8	9	10
1	How effectively does the team work to reduce the number of internal meetings for the leader?										
2	How effectively does the team work to meet their key milestones for primary projects?										
3	How effectively has the executive team used judgment in decision-making and management?										
4	How effectively has the executive team worked together and communicated with each other to get things done?										
5	How effectively has the executive team protected the leader's time to focus on vision, strategy and relationships?										
6	How effectively has the executive team used their own internal meetings?										
7	What is the level of satisfaction the executive team has in working together?										
8	How effectively does the team reduce the amount of client calls going to the leader?										
9	How effectively does the team work to meet the requirements of the clients and prepare and protect the leader to meet their expectations?										
10	How effectively does the team assess "what could go wrong" and provide quick access to information for the leader?										
11	How effectively does the team present ideas and communicate with the leader?										
12	How effectively does the team communicate internally and with clients?										
13	How effectively does the team build their own teams and get the right people in the right places?										
14	How effectively does the team learn from mistakes and correct them going forward?										
15	How effectively do team members work for success together rather than on individual agendas?										
16	How effectively does the team meet separate from the leader to move projects forward and work effectively together?										
17	How effectively do team members ask questions in taking ownership of a project?										
18	How effectively does the team meet commitments?										
19	How effectively does the executive team delegate and work with their own teams?										
20	How effectively does the team plan and organize their work?										
21	How effectively do the team members work to support the strategic vision of the organization?										
22	How effectively do the team members set priorities for executing on the strategic vision of the organization?										
23	How well does the team focus their own efforts and that of their teams on the drivers of success for the organization?										
24	How well does the team measure, reflect and communicate up and down about their progress?										
25	How well does the team celebrate their progress?										

Your Total Benchmark Score -

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**Key areas for team development:**

1. **How effectively the team works together and communicates with each other to get things done.** *First action - ask the team how to run the weekly meetings better and use an assessment tool to understand each person's communication approach*
2. **How effectively the team works to achieve key milestones in their primary projects.** *First action - set up a project planning template with milestones to review at monthly meetings*
3. **How effectively the team builds their own teams and gets the right people in the right places.** *First action - investigate leadership development program for team members*

**Notes**