

Characteristics of Highly Effective Teams



Have clearly defined and measurable objectives



Consistently resolve issues rather than leave them hanging in mid-air



Put forward ideas and thoughts which are contributed by each individual



Ensure that everyone feels empowered to do their best



Ensure that everyone actively listens to one another



Ensure that everybody is supportive and trusting of one another



Show enthusiasm, boldness and a willingness to take risks



Build on each other's' ideas



Accept conflict as a reality and work through to successful outcomes



Are able and willing to communicate openly and honestly



Demonstrate a strong commitment to shared goals and objectives



Have an emotional investment in each other



Make decisions by consensus



Lead in a flexible and approachable manner and have strong leadership



Encourage total participation by all members of the group



Evaluate the team's own effectiveness



Adapt to change



Have an appropriate sense of humour

Characteristics of Dysfunctional Teams



Individuals being excessively aggressive within the team



Concentrating on the impression one is making and not on completing the task



Members who compete for "airtime" and leadership



Splintering of communication



Failure to listen to points made by other team members



Failure to participate



Failure to be aware of the reaction of other group members to your contribution



Failure to check how people are feeling about what is being said and done



Failure to take regard of time



Failure to clarify objectives



Failure to be clear about what has been decided



Losing sight of the team's goals and objectives

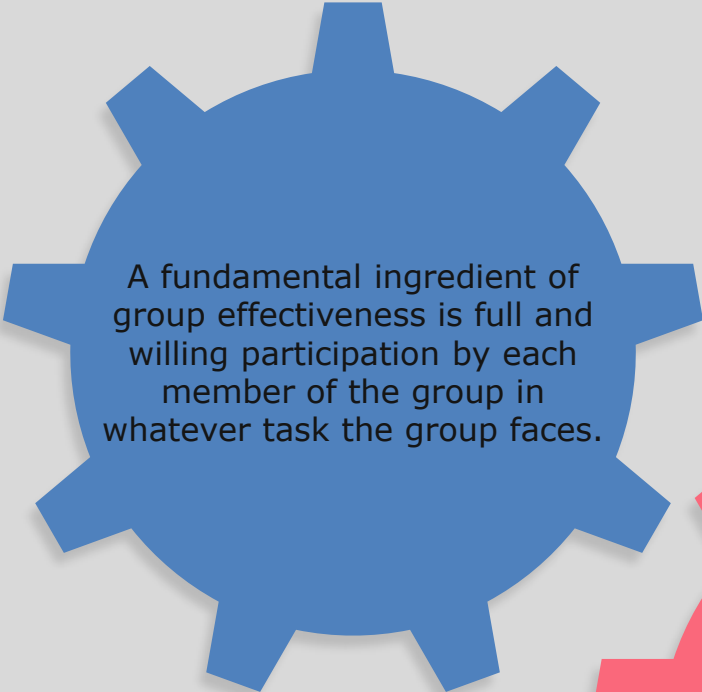


Suspending ideas in mid-air, not making decisions

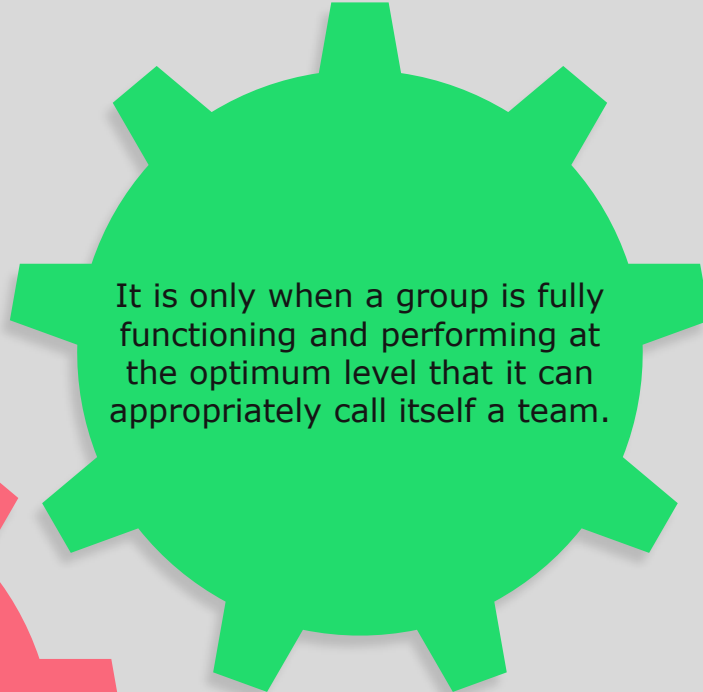


Arguing for argument's sake

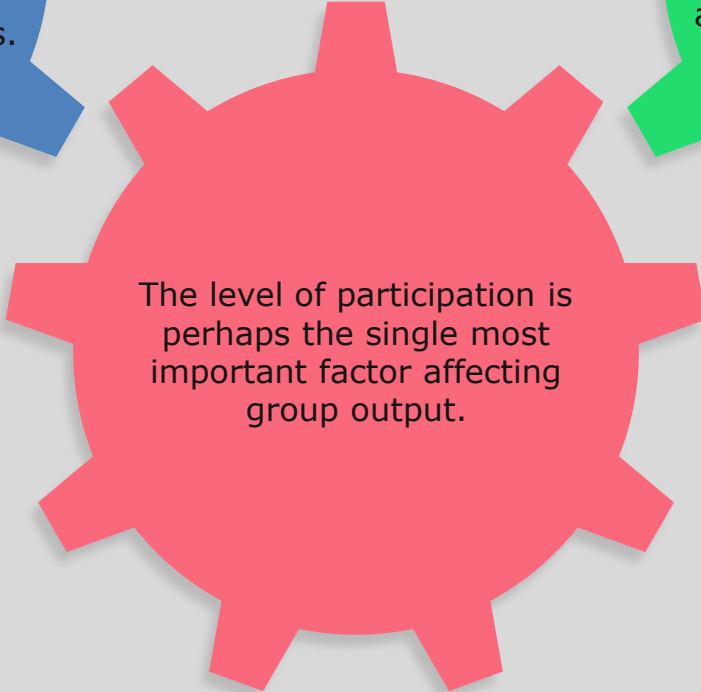
Characteristics of a Successful Team

A blue gear-shaped graphic with ten teeth, containing text about group effectiveness.

A fundamental ingredient of group effectiveness is full and willing participation by each member of the group in whatever task the group faces.

A green gear-shaped graphic with ten teeth, containing text about group performance.

It is only when a group is fully functioning and performing at the optimum level that it can appropriately call itself a team.

A red gear-shaped graphic with ten teeth, containing text about participation levels.

The level of participation is perhaps the single most important factor affecting group output.