Team Behavior and Actions Analysis

Team Analysis

Directions for Team Analysis:

Consider your functioning as a team. Rate your team on the following skills. As a team, check the, "This is something we would like to work on" box next to the skills you have jointly agreed to address.

Trust Building

1. **We arrive at meetings on time. We have unpacked our multicultural understandings of being on time and come to a team agreement as to what being "on time" means for the team.**

   ◯ Never/almost never

   ◯ Sometimes

   ◯ Often

   ◯ Always/almost always

   This is something we would like to work on ☐

2. **We stay for the duration of the meeting.**

   ◯ Never/almost never

   ◯ Sometimes

   ◯ Often

   ◯ Always/almost always

   This is something we would like to work on ☐

3. **We respect other people's time by not involving team members in unnecessary meetings or agenda items.**

   ◯ Never/almost never

   ◯ Sometimes

   ◯ Often

   ◯ Always/almost always

   This is something we would like to work on ☐

4. **We participate(d) in the establishment of the group's goal.**

   ◯ Never/almost never

   ◯ Sometimes

   ◯ Often

   ◯ Always/almost always

   This is something we would like to work on ☐

5. **We encourage everyone to participate.**

   ◯ Never/almost never

   ◯ Sometimes

   ◯ Often

   ◯ Always/almost always

   This is something we would like to work on ☐

6. **We use members' names correctly.**

   ◯ Never/almost never

   ◯ Sometimes

   ◯ Often

   ◯ Always/almost always

   This is something we would like to work on ☐

7. **We listen attentively to others' ideas with mind and body.**

   ◯ Never/almost never

   ◯ Sometimes

   ◯ Often

   ◯ Always/almost always

   This is something we would like to work on ☐

8. **We do not use put-downs, sarcasm, or shaming actions.**

- ◯ Never/almost never
- ◯ Sometimes
- ◯ Often
- ◯ Always/almost always

This is something we would like to work on ☐

9. **We allow time for thought after asking a question or making a response.**

- ◯ Never/almost never
- ◯ Sometimes
- ◯ Often
- ◯ Always/almost always

This is something we would like to work on ☐

10. **We assume that other's intentions are positive.**

- ◯ Never/almost never
- ◯ Sometimes
- ◯ Often
- ◯ Always/almost always

This is something we would like to work on ☐

11. **We use an appropriate voice volume and tone. We are aware of our cultural way of using volume and tone. We accept the diversity of ways our colleague's use volume and tone.**

- ◯ Never/almost never
- ◯ Sometimes
- ◯ Often
- ◯ Always/almost always

This is something we would like to work on ☐

Communication and Shared Leadership

12. I share ideas.

- ◯ Never/almost never
- ◯ Sometimes
- ◯ Often
- ◯ Always/almost always

This is something we would like to work on ☐

13. We share feelings when appropriate. We have unpacked the word "feelings" across our cultures and understand how and when they are shared without judgment.

- ◯ Never/almost never
- ◯ Sometimes
- ◯ Often
- ◯ Always/almost always

This is something we would like to work on ☐

14. We share materials or resources.

- ◯ Never/almost never
- ◯ Sometimes
- ◯ Often
- ◯ Always/almost always

This is something we would like to work on ☐

15. We volunteer for roles that help the group accomplish the task (e.g., timekeeper).

- ◯ Never/almost never
- ◯ Sometimes
- ◯ Often
- ◯ Always/almost always

This is something we would like to work on ☐

16. We have a process for generating and communicating the agenda prior to the meeting.

- ◯ Never/almost never
- ◯ Sometimes
- ◯ Often
- ◯ Always/almost always

This is something we would like to work on ☐

17. We clarify the purpose of the meeting.

- ◯ Never/almost never
- ◯ Sometimes
- ◯ Often
- ◯ Always/almost always

This is something we would like to work on ☐

18. We set or call attention to time limits.

- ◯ Never/almost never
- ◯ Sometimes
- ◯ Often
- ◯ Always/almost always

This is something we would like to work on ☐

19. We offer suggestions on how to accomplish tasks effectively and efficiency.

- ◯ Never/almost never
- ◯ Sometimes
- ◯ Often
- ◯ Always/almost always

This is something we would like to work on ☐

20. We publicly recognize team members' contributions with consideration across cultures.

- ◯ Never/almost never
- ◯ Sometimes
- ◯ Often
- ◯ Always/almost always

This is something we would like to work on ☐

21. We ask team members' opinions and perspectives with consideration across cultures.

- ◯ Never/almost never
- ◯ Sometimes
- ◯ Often
- ◯ Always/almost always

This is something we would like to work on ☐

22. We use head nods, smiles, and other facial expressions to show interest and/or approval. We have unpacked the different cultural ways facial expressions are expressed to show approval.

- ◯ Never/almost never
- ◯ Sometimes
- ◯ Often
- ◯ Always/almost always

This is something we would like to work on ☐

23. We paraphrase other team members' contributions.

- ◯ Never/almost never
- ◯ Sometimes
- ◯ Often
- ◯ Always/almost always

This is something we would like to work on ☐

24. We energize the group with humor, ideas, or enthusiasm when motivation is low. We have unpacked how humor is used across our cultures.

- ◯ Never/almost never
- ◯ Sometimes
- ◯ Often
- ◯ Always/almost always

This is something we would like to work on ☐

25. We relieve tension with laughter. We have unpacked humor across our various cultures and understand how laughter may or may not be a vehicle to relieve tension on our multicultural team.

- ◯ Never/almost never
- ◯ Sometimes
- ◯ Often
- ◯ Always/almost always

This is something we would like to work on ☐

26. We check for others' understanding of the concepts discussed.

- ◯ Never/almost never
- ◯ Sometimes
- ◯ Often
- ◯ Always/almost always

This is something we would like to work on ☐

27. We summarize outcomes before moving to the next agenda.

- ◯ Never/almost never
- ◯ Sometimes
- ◯ Often
- ◯ Always/almost always

This is something we would like to work on ☐

Decision-Making and Creative Problem Solving

28. We seek accuracy of information by adding to or questioning summaries. We have unpacked how the use of questions represents itself across our cultures.

- ◯ Never/almost never
- ◯ Sometimes
- ◯ Often
- ◯ Always/almost always

This is something we would like to work on ☐

29. We encourage the assigning of specific roles to facilitate better group functioning.

- ◯ Never/almost never
- ◯ Sometimes
- ◯ Often
- ◯ Always/almost always

This is something we would like to work on ☐

30. We ask for feedback in a non-confrontational way. We have unpacked confrontation across our cultures and determined our team definition.

- ◯ Never/almost never
- ◯ Sometimes
- ◯ Often
- ◯ Always/almost always

This is something we would like to work on ☐

31. We regularly reflect on our difficulties and successes regarding accomplishing tasks and maintaining positive relationships.

- ◯ Never/almost never
- ◯ Sometimes
- ◯ Often
- ◯ Always/almost always

This is something we would like to work on ☐

32. We ensure that our team has enough diversity of culture, races, style, expertise, and opinion to promote innovation in its work.

- ◯ Never/almost never
- ◯ Sometimes
- ◯ Often
- ◯ Always/almost always

This is something we would like to work on ☐

33. We encourage the generation and exploration of multiple solutions to problems through the use of creative problem-solving strategies.

- ◯ Never/almost never
- ◯ Sometimes
- ◯ Often
- ◯ Always/almost always

This is something we would like to work on ☐

34. We make decisions by consensus or other means to reach agreements as decided upon by the group.

- ◯ Never/almost never
- ◯ Sometimes
- ◯ Often
- ◯ Always/almost always

This is something we would like to work on ☐

35. Once a decision is made, we participate in supporting or implementing it.

- ◯ Never/almost never
- ◯ Sometimes
- ◯ Often
- ◯ Always/almost always

This is something we would like to work on ☐

36. We are clear at the end of the team meetings about what has been decided, who is responsible for any actions to be taken, the timeliness for activities to take place, and how and when we will report progress back to the team.

- ◯ Never/almost never
- ◯ Sometimes
- ◯ Often
- ◯ Always/almost always

This is something we would like to work on ☐

Conflict Management

37. We have unpacked how each of our cultures address conflict.

- ◯ Never/almost never
- ◯ Sometimes
- ◯ Often
- ◯ Always/almost always

This is something we would like to work on ☐

38. We seek to understand and see ideas from other people's cultural and personal perspectives.

- ◯ Never/almost never
- ◯ Sometimes
- ◯ Often
- ◯ Always/almost always

This is something we would like to work on ☐

39. We criticize ideas without criticizing people.

- ◯ Never/almost never
- ◯ Sometimes
- ◯ Often
- ◯ Always/almost always

This is something we would like to work on ☐

40. We communicate or ask for the rationale for ideas or conclusions.

- ◯ Never/almost never
- ◯ Sometimes
- ◯ Often
- ◯ Always/almost always

This is something we would like to work on ☐

41. We extend or build on other members' ideas or conclusions

- ◯ Never/almost never
- ◯ Sometimes
- ◯ Often
- ◯ Always/almost always

This is something we would like to work on ☐

42. We generate additional solutions or strategies ("Third Alternatives").

- ◯ Never/almost never
- ◯ Sometimes
- ◯ Often
- ◯ Always/almost always

This is something we would like to work on ☐

Initial Reflections:

As you review the checklist after completing it, what are 3 initial impressions or questions that you have about your team's behavior? In other words, do you have any initial analysis such as “We are really strong related to [state the areas]”or “We may want to learn some more ways to do [what things]”

1.

2.

3.

Source: Vandercook, T. & Missaghi, N. (2017). Team behavior and actions analysis. Minneapolis, MN: University of St. Thomas.

Adapted from:

• Thousand, J.S., & Villa, R.A. (2000). Collaborative teaming: A powerful tool in school restructuring. In R.A. Willa & J.S. Thousand, (Eds.), Restructuring for caring and effective education. Baltimore: Paul H. Brookes.

• William Baker, Group Dynamics Associates, 720 Grizzly Peak Blvd., Berkeley, CA 94708. The adaptive school: Developing and facilitating collaborative groups. Robert Garmston and Bruce Wellman, Four Hats Press, 337 Guadalupe Drive, El Dorado Hills, CA.

• Collaborative Education (www.ccebos.org/tools/)