



# HIGH PERFORMING TEAM CHECKLIST

## 1. EVERYONE TALKS IN EQUAL AND BRIEF MEASURE

- Everyone contributes to group discussions.
- There is a system to hear from all team members (e.g. round robin).
- Contribution from all team members is the norm and a stated expectation.
- Members feel comfortable calling each other out for non-contribution or domination.
- Team members take turns facilitating meetings and group discussions.

## 2. FACE TO FACE COMMUNICATION IS THE PREDOMINANT FORM

- The team is encouraged to break at the same time to socialize and connect.
- Email and written communication is used as a support to face to face communication.
- Team members face each other when communicating.
- Team member discussions are animated and lively.
- Team members make eye contact with each when communicating.
- Important conversations always happen in person.

## 3. THE TEAM USES A DE-CENTRALIZE STRUCTURE

- Team members communicate directly and don't use a middleman.
- Each team member feels comfortable talking to every other team member.
- The leader encourages team members to resolve conflict directly with each other.
- Team members are clear on roles, strengths and who to go to on the team to get things done.
- The team does not depend on a few members to complete critical task.



## 4. MEMBERS PERIODICALLY SEEK IDEAS FROM OUTSIDE THE GROUP

- Team members are encouraged to seek approaches and ideas from outside the group.
- Team members always share their insights from outside the group with each other.
- There is a process and structure for seeking and sharing outside inspiration.
- Team members seek inspiration from outside their discipline and organization.
- The team is open and encouraging of outside inspiration and innovation.

## 5. THE LEADER USES A TRANSFORMATIONAL LEADERSHIP STYLE

- The team leader is viewed as competent and capable by the team.
- The team leader has a clear and big view of the organization.
- The team leader articulates in a compelling way how the team's contribution fits into the big picture.
- The team leader has worked with the team to create a vision and mission that inspires excellence.
- The team leader communicates in a method that inspires the heart, mind and imagination.
- The team leader uses word pictures, metaphors and analogies to express the vision and mission.
- The team has bought into the mission and vision in a way that drives them to excellence.