

# Ten Characteristics of a Well-Functioning Team



1. Purpose: Members share a sense of why the team exists and are invested in accomplishing its mission and goals.
2. Priorities: Members know what needs to be done next, by whom, and by when to achieve team goals.
3. Roles: Members know their roles in getting tasks done and when to seek help of those with different skills.
4. Decisions: Authority and decision-making lines are clearly understood.
5. Conflict: Conflict is dealt with openly and is considered important for decision-making and personal growth.
6. Personal Traits: Members feel their unique personalities are appreciated and well-used.
7. Norms: Group norms for working together are set and seen as standards for everyone in the group.
8. Effectiveness: Members find team meetings efficient and productive and look forward to this time together.
9. Success: Members know clearly when the team has been successful and share in this equally and proudly.
10. Training: Opportunities for feedback and updating of skills are provided and used by team members.

Adapted from the National School Boards Foundation's Education Leadership Tool Kit (section on Professional and Leadership Development)