

Ten Characteristics of Effective Teams

1. The **Purpose** or reason for the Team's existence is clear.
2. **Priorities**, or the order of what needs to be done by Team, is clear.
3. **Roles**, or the positions Team members hold, **are clearly defined**.
4. **Decisions** are made by consensus or following parliamentary procedure.
5. **Conflict** must be dealt with quickly and openly in a healthy Team.
6. **Communication** must be open and members need to ask questions to clarify their understanding.
7. The **Climate** is warm, open, and fun!
8. The **Personal Traits** of individual members are well utilized.
9. **Leadership** is always well informed and prepared.
10. **Participation and Involvement** is needed by all Team members.

Remember: The foundation of any effectively functioning team is **TRUST**. Trust takes time, effort and attention to build . . . but can be eroded quickly with a single action.