

Tool 11 – How well is your team functioning?

Why you should use this tool

Good teamwork does not happen without effort. Take time out as a team away from the workplace to review how you are working together.

When to use this tool

At a team away-day when the team is reviewing progress or preparing to promote a new initiative, such as supporting self care for patients.

What to do

- Ask everyone to complete the quiz overleaf.
- Then collate the responses and ask everyone to discuss the findings.



Time: 10 minutes to complete the quiz plus time to collate the results.

Up to 1 hour will then be needed to discuss the collated responses and what changes should be made to improve teamwork and relationships.

How it works

Everyone should have an equal chance to give their perspective on how the team is functioning. Completing the quiz independently allows everyone to be honest.

What to do next

Keep a watchful eye on the agreed changes being implemented and arrange a review of the progress made with key members of the team.

Set aside time on a regular basis to complete the logbook at the end of a day or an event. The time you spend emphasises the importance you place on the task you are focusing on.

For more information on this tool, please click on [Tool 11](#).

Reference: Chambers R and Davies M. What Stress in Primary Care! London: Royal College of General Practitioners; 1999.



Working in Partnership
Programme

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self care • •
...because health matters •

Team function questionnaire

Please tick the most appropriate answer for each statement below

There is good communication between colleagues at work

Usually Seldom Not at all

There is good communication between managers and staff

Usually Seldom Not at all

The functions of team members are clear

Usually Seldom Not at all

Staff are proud to be working in your PCT/practice/unit

Usually Seldom Not at all

Doctors/managers resolve staff problems

Usually Seldom Not at all

Staff are treated with respect by doctors and managers

Usually Seldom Not at all

There is a person-friendly culture at work

Usually Seldom Not at all

There are opportunities for staff self improvement

Usually Seldom Not at all

Positive feedback about performance is the norm at work

Usually Seldom Not at all

Staff are well trained for the tasks they are asked to do

Usually Seldom Not at all

The responsibilities of team members are clear

Usually Seldom Not at all

There is good leadership in your team

Usually Seldom Not at all

Score: usually = 3; seldom = 1; not at all = 0.

Scores between 27 and 36: you have a well-functioning team.

Scores between 26 and 16: look at your weak areas and make plans for improvements.

Scores of 15 and below: as you have a long way to go, it may be best for you to consider using an external consultant to help facilitate team development.