

## PROFILE OF AN EFFECTIVE LEARNING TEAM

*(The categories as well as the items for consideration are an integration of research on effective teams and themes/needs for creating change in institutions. Please rate your responses in terms of highest and lowest priorities)*

### General Direction of the Team

	Low	Middle	High	Examples	
1. The team has a shared vision and mission that focuses on working together in ways that are highly motivating	1	2	3	4	5
2. The team develops a manageable work plan with clear goals.	1	2	3	4	5
3. The team focuses on activities that have a positive impact on all team members	1	2	3	4	5
4. The team participates in the development and implementation of an assignment plan.	1	2	3	4	5
5. The team ensures that everyone respects student diversity.	1	2	3	4	5

### Meetings

	Low	Middle	High	Examples	
1. The team meets enough times to accomplish its goals	1	2	3	4	5
2. Team meetings are scheduled in advance and members are notified of and expected to remember meeting times.	1	2	3	4	5
3. Team members have an opportunity	1	2	3	4	5

to contribute to the formation of the agenda.

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|----|---|---|---|---|---|---|
| 4. | Team members arrive on time and have regular attendance.  | 1 | 2 | 3 | 4 | 5 |
| 5. | Minutes are kept of all meetings and, when appropriate, are made available to others.   | 1 | 2 | 3 | 4 | 5 |
| 6. | Team members conduct work as needed between meetings, with the necessary support to make decisions that effectively follow-through on responsibilities. | 1 | 2 | 3 | 4 | 5 |

**Ability to Work as a Team**

- |    | Low | Middle | High | Examples |   |
|----|-----|--------|------|----------|---|
| 1. | 1   | 2      | 3    | 4        | 5 |
| 2. | 1   | 2      | 3    | 4        | 5 |
| 3. | 1   | 2      | 3    | 4        | 5 |
| 4. | 1   | 2      | 3    | 4        | 5 |
| 5. | 1   | 2      | 3    | 4        | 5 |
| 6. | 1   | 2      | 3    | 4        | 5 |
| 7. | 1   | 2      | 3    | 4        | 5 |

**Leadership**

	<b>Low</b>	<b>Middle</b>	<b>High</b>	<b>Examples</b>	
1. The co-leaders works with team members to clarify roles and responsibilities.	1	2	3	4	5
2. The leaders work collaboratively with all team members.	1	2	3	4	5
3. The leaders act as a facilitative leader in team decision making.	1	2	3	4	5
4. The leaders ensure that all team members have the timely information they need to make decisions.	1	2	3	4	5
5. Members of the team share leadership and responsibility for the team's work.	1	2	3	4	5
6. The leaders encourage diversity of opinion and ideas.	1	2	3	4	5
7. The leaders encourage creativity and risk-taking.	1	2	3	4	5

### **External Communication**

	<b>Low</b>	<b>Middle</b>	<b>High</b>	<b>Examples</b>	
1. In an equitable manner, the team seeks input from the teacher, students, community members, and other constituencies.	1	2	3	4	5
2. The team effectively communicates with people outside of the team about relevant issues.	1	2	3	4	5

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|--|---|---|---|---|---|
| 3. The team keeps the teacher informed about its activities, challenges, and outcomes.   | 1 | 2 | 3 | 4 | 5 |
| 4. The team uses an external as well as internal communication plan so that team members know who will be a liaison for connecting with people such as the teacher, other students, community members, and so forth. | 1 | 2 | 3 | 4 | 5 |