

TEAM IMPROVEMENT TEMPLATE

This template enables you to identify areas in which your team can improve both for members and the team as a whole.

Attributes	Level of Proficiency		Identify Areas of Improvement	Required Actions	Deadline
	Current	Desired			
Satisfy internal clients	HIGH MED LOW				
Satisfy external clients	HIGH MED LOW				
Develop future capabilities as part of the team activities	HIGH MED LOW				
Members find meaning and satisfaction within the team	HIGH MED LOW				

TEAM IMPROVEMENT

Attributes	Level	Potential Improvement	Required Actions	Deadline
Stability of group members	HIGH / MED / LOW			
Level of member turnover	HIGH / MED / LOW			
Integration of new members	HIGH / MED / LOW			
SMART goals for members	YES / NO			
Members know how they contribution to organization	YES / NO			
Size of team	Too BIG / OK			
Variation of tasks	HIGH / MED / LOW			
Social Skills	GOOD / OK / POOR			
Support through:				
• Reward	HIGH / MED / LOW			
• Development	HIGH / MED / LOW			
• Information	HIGH / MED / LOW			
Ability to offer:				
• Coaching	YES / PARTIAL / NO			
• Mentoring	YES / PARTIAL / NO			
• Training	YES / PARTIAL / NO			