

Manager Questionnaire

This questionnaire can help a team leader identify if there are development issues within the team or if issues are of a more individual nature.

Please answer on a scale of 1 – 5, where 1 = poor/not at all and 5 = exceptional/ exceptionally well, your opinion of the following statements.

Indicators for need of team building	1	2	3	4	5
1. How well does everyone in the team know and understand the team objectives?					
2. How open and honest do you think everyone in the team to be?					
3. How well do team members help one another and work together to achieve objectives?					
4. How well do team members share information and ideas?					
5. How well do team members contribute ideas to help make decisions?					
6. Do team members demonstrate initiative?					
7. Do you think the team is productive and achieves its goals?					
8. Do team members focus on individual objectives rather than team goals?					
9. Are team activities well co-ordinated and organised?					
10. As a result of current communication methods team progress is....?					
11. How well does the team monitor their progress and offer suggestions for improvement?					
12. How well do team members display loyalty to one another?					
13. How tolerant are team members of one another?					
14. How flexible are team members flexible and do they help each other?					
15. How well does the group adapt to change?					
16. How fair and even is the distribution of work among team members?					
17. How would you rate morale within the team?					
18. Is there friction or conflict between team members? (please circle the appropriate answer)	Yes / No				

Individual Performance Issue	Yes	No
1. Is there a high incidence of short term absences		
2. Does a team member consistently misses deadlines		
3. Does a team member consistently delivers poor quality work		
4. Does the individual regularly disturbs other team members for help		
5. Are there complaints received about interruptions		
6. One team member in regular disagreement with other team members		
7. One team member is regularly in disagreement with staff out-with the team		

What may initially be considered to be a team problem may be the result of poor performance of an individual. Addressing what could be an individual issue through a team building activity could be detrimental if there is no team problem to correct and other team members may resent the blanket team problem approach.

If an individual demonstrates one or more behaviour indicted in the questionnaire then there may be a performance problem which should be addressed on an individual capacity.