

Team Work Review

Complete this as a self-evaluation of your team work skills

Am I a team player?	Yes	Sometimes	No
1. Do I attend the team meetings?			
2. Am I well prepared for all meetings?			
3. Do I understand clearly what my role is within the team?			
4. Do I take my responsibility and role in the team seriously?			
5. Do I participate in the discussion and problem solving of the team?			
6. Do I remain focussed on the discussion at hand?			
7. Do I encourage the team to stay on task?			
8. Do I speak too much?			
9. Do I not speak enough?			
10. Do I express what I think or just try to keep the peace?			
11. Do I consider that all members of our team have something worthwhile to contribute?			

Am I a team player?	Yes	Sometimes	No
12. When I disagree with someone do I use language that will soften the disagreement? <i>You have a point but have you thought about....?</i> <i>I am not sure about that.....</i> <i>You could be right but.....</i> <i>That is an interesting idea but</i>			
13. Do I listen to, and consider, points made by other people?			
14. Do I interrupt other members when they are speaking?			
15. Am I encouraging and supportive of people less confident in the team?			
16. Would I be willing to get involved if I witnessed unfair harassment or discrimination happening to a team member			
17. Have I ever discriminated against any team members?			
18. Am I sensitive towards the feelings of others in the team			
19. Do I acknowledge my mistakes and apologise?			
20. Overall do I think that I am an effective team player?			

