

The following is reprinted with permission from: *Collaboration Toolkit: How to Build, Fix, and Sustain Productive Partnerships*. Washington, DC: U.S. Department of Justice, Office of Community Oriented Policing Services, 2001.

Gaining Momentum for Unproductive Team Meetings

Directions: Have each member of the team respond individually to the questions. Collect completed questionnaires and tally the responses.

Collaboration Worksheet to Assess Group Dynamics

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| Yes / No | 1. Are all agencies involved in the response to sexual violence? |
| Yes / No | 2. Is there a strong core of committed members? |
| Yes / No | 3. Is the team open to reaching out to include new people? |
| Yes / No | 4. Are there ways for meaningful involvement from team members? |
| Yes / No | 5. Have team ground rules been developed? |
| Yes / No | 6. Do team members demonstrate a willingness to share resources? |
| Yes / No | 7. Is time provided for persons to get to know each other? |
| Yes / No | 8. Have relationships deepened as a result of working together? |
| Yes / No | 9. Are all team members clear about the purpose of the team? |
| Yes / No | 10. Do you trust team members to move beyond personal agendas? |
| Yes / No | 11. When new people join the team, is it easy to explain what the team is about? |
| Yes / No | 12. Do all team members agree on the purpose of the team? |
| Yes / No | 13. Are meetings well run and organized? |
| Yes / No | 14. Do you know what skills other team members have? |
| Yes / No | 15. Do you know what skills/expertise SAR@T needs to achieve its goals? |
| Yes / No | 16. If you have a task that requires expertise unavailable within the team, do you know where to access that expertise? |
| Yes / No | 17. Do people volunteer freely to work on projects? |
| Yes / No | 18. Do team members share responsibility for completing tasks? |
| Yes / No | 19. Is it clear and agreed upon within the team how decisions are made? |
| Yes / No | 20. Do leadership responsibilities shift with a shift in tasks? |
| Yes / No | 21. Do all people feel free to speak at meetings? |
| Yes / No | 22. Are decisions and information communicated to all members? |
| Yes / No | 23. Is there a regular time to give feedback to the project leadership? |
| Yes / No | 24. Do you feel that your opinions are heard and respected? |
| Yes / No | 25. Is it enjoyable and satisfying working with this team? |
| Yes / No | 26. Does the team make steady progress in working toward the goal? |
| Yes / No | 27. Do people want to join and stay with the team? |
| Yes / No | 28. Are project timelines realistic? |
| Yes / No | 30. Are there financial resources to do what the team wants? |
| Yes / No | 31. Do members of the team share leadership responsibilities? |
| Yes / No | 32. Is it clear what issues you are working on? |
| Yes / No | 34. Are team members clear about their assigned tasks? |

Yes / No	35. Do team members carry through on what they say they will do?
Yes / No	36. Does the team seem to stay on track in addressing the issue?

Tallying the Answers:

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Interpretation:

The questions are divided into nine areas.

- Questions 1–4 pertain to stakeholder involvement.
- Questions 5–8 pertain to trust within the team.
- Questions 9–12 address shared vision.
- Questions 13–16 consider the expertise within the team to achieve the goals.

- Questions 17–20 address issues of teamwork, as defined as joint decision making, joint responsibility, and sharing power.
- Questions 21–24 look at open communication among the partners.
- Questions 25–28 address motivating the team to keep it energized.
- Questions 29–32 consider availability of sufficient means to do the work of the team
- Questions 33–36 pertain to whether the team has designed a plan of action to guide their work

If the “NO” responses are clustered in one of these areas, this indicates that the team needs to work on that particular area. If the “NO” answers are scattered throughout the nine areas, discuss with the team what might be wrong and together decide a plan of action for working through the issues one at a time.

Discussion:

Discuss the findings with the team. Some questions that might be asked to guide a discussion are:

- What do you see from the response tally?
- What caught your attention?
- Was anything surprising?
- What seemed really on target and confirms your experience? Where does this information lead us?
- What is the next step?