

TeamWork G.P.S.

A Team Readiness Checklist

There are two constants in business. Change is one; another is that teams need certain conditions in order to engage one another and move quickly and effectively to achieve shared goals.

Like the GPS in a car or phone, the **TeamWork G.P.S.** provides leaders and teams with information about where you are so you can get where you want to go. The Teamwork G.P.S. allows leaders and teams to quickly assess the starting conditions for a next project, quarter, or year.

To go fast and win you need shared clarity (your Guiding Stars), resources and routines (your Provisions), and the competence to perform, lead and work together as a team (Skill and Will).

Guiding Stars (Shared Clarity) – Teams need a clear direction (shared clarity of vision, mission, strategy, execution plan, roles, success measures, and accountabilities).

Provisions (Resources and Routines) – Teams need a positive environment and culture, efficient structure, simple processes and tools, and adequate resources.

Skill (Aptitude and Attitude) – Teams need individual and collective aptitude (knowledge and functional, leadership, and social competence) and the attitude (emotional intelligence and will).

Leaders and teams use the TeamWork G.P.S. to assess current conditions and determine the best path forward for the team.

Consider each item carefully. For each item, the only possible responses are: “Yes,” “Needs Work,” or “No.” If as part of the team, you cannot answer “Yes,” mark “Needs Work.”

When coaching a team member, use the Checklist to determine if there are external factors impacting that person’s engagement and performance.

- **AIM** – Review and discuss Team Readiness Checklist.
- **ALIGN** – What might we do to increase our team readiness?
- **ACT** – What is the best next step we will take?

Guiding Stars (Shared Clarity)

- We know and understand our Organization’s Vision and Strategy.
- We know and understand our Team’s Mission and Deliverables.
- We know and understand our individual Roles and Responsibilities.
- We know and understand our Success Measures (Outcomes and Metrics).
- We know and understand who are Key Stakeholders are.
- We know and understand our Individual Accountabilities and Contribution Measurements (KPIs).

YES	NEEDS WORK	NO

Provisions (Resources and Routines)

- We have a foundation of trust within our team and between teams and departments that enables effective cooperation to get things done.
- We have a culture of openness and honest communication that facilitates strong alignment and high engagement.
- We are supported with the efficient and effective systems and processes..
- We have access to a variety of productivity, leadership, and teamwork tools.
- We have a clearly-defined work breakdown structure. (RACI)
- We have leaders who provide strong positive examples to follow.

Skill and Will (Aptitude and Attitude)

- We have the functional skills and abilities to enable us to engage and contribute to achieve our mission and deliver on our accountabilities.
- We have the leadership and teamwork skills and abilities to enable us to work together in pursuit of our shared goals.
- We have the emotional and social intelligence to build and sustain strong relationships.
- We have the means to manage conflicts in productive and positive ways.
- We have a mechanism for regular & on-going feedback.
- There is a willingness on our team to adjust plans and approaches to implementing our strategy.
