

Directions for the TEAM Fitness Builder

The Team Fitness Builder is a diagnostic process to assess your team's fitness to meet the needs of internal and external customers. The Team Fitness Builder will measure the current skills and beliefs of your team in eight key areas of performance. These elements are:

Mission
Goals
Roles

Procedures
Relationships
Conflict Management

Job Satisfaction
Effectiveness

Each of the key elements has five questions for which the team members will provide ratings. The results of these ratings will determine the areas that we will focus on during our Team Fitness Builder session. The goal of this session is to have everyone's ideas opinions shared and course of action built to address each area of need. Also, we plan to start strengthening the areas that are the most "out of shape".

Mission

	Does Not Apply	Strongly Disagree	Disagree	Agree	Strongly Agree
I understand what contributions I am expected to make to the organization.					
I understand how this team's performance will affect the business results of the company.					
I can describe the mission or why this team exists.					
Team members agree on the major work functions that our team is to perform.					
I understand this team's primary purpose.					

Goals

	Does Not Apply	Strongly Disagree	Disagree	Agree	Strongly Agree
I understand the team's goals.					
I am highly motivated to achieve the goals.					
I understand the team's long-term goals.					
I understand the standards for team quality and effectiveness.					
The team has goals that are closely linked to the company's goals.					

Roles

	Does Not Apply	Strongly Disagree	Disagree	Agree	Strongly Agree
I understand the role I am expected to perform for team success.					
Team members are handling all job functions that the team is required to perform.					
I understand what is expected of other team members.					
Team members maintain a clear focus on the high priority tasks that are to be completed.					
At least one member of this team attempts to maintain positive / harmonious relationships.					

Procedures

	Does Not Apply	Strongly Disagree	Disagree	Agree	Strongly Agree
We have procedures that encourage members to participate equally.					
We have procedures for providing feedback directly to team members.					
We have procedures for handling the common problems or unexpected events.					
Agendas are distributed before each team meeting.					
Follow-up dates are set when actions are agreed upon.					

Relationships

	Does Not Apply	Strongly Disagree	Disagree	Agree	Strongly Agree
I am encouraged to express my ideas even when my ideas disagree with the majority.					
Team members live to their promises.					
Team members listen to me even when they disagree with me.					
Team members have given me positive feedback and recognition.					
Team members solicit ideas and help me.					

Effectiveness

	Does Not Apply	Strongly Disagree	Disagree	Agree	Strongly Agree
This Team usually completes tasks and meets its deadlines.					
This team is fulfilling its purpose or mission.					
Team meetings are efficient.					
Team meetings end with all topics and work completed.					
This team is effective compared to other teams.					

Satisfaction

	Does Not Apply	Strongly Disagree	Disagree	Agree	Strongly Agree
I am satisfied with my job and responsibilities on this team.					
I get a sense of personal enjoyment in being a member of this team.					
Morale is high on this team.					
The team pulls together as a unit.					
My skills and knowledge are fully used on this team.					

Conflict Resolution

	Does Not Apply	Strongly Disagree	Disagree	Agree	Strongly Agree
Differences in style and opinion are encouraged.					
Team members are allowed to be different.					
Problems and conflict are resolved with solutions that meet the needs of everyone involved.					
Problems and conflicts are confronted until they are resolved.					
When team members disagree, they listen openly to each other.					