



Team Action/Reflection Worksheet

Description

The *Team Action/Reflection Worksheet* supports a manager in developing a team's effectiveness. Guiding a team's development is one way to build the organization's capacity.

During this process, the manager shifts attention away from goals, deadlines and budgets to using the particular team task or project as a learning opportunity.

Instructions

To use this tool:

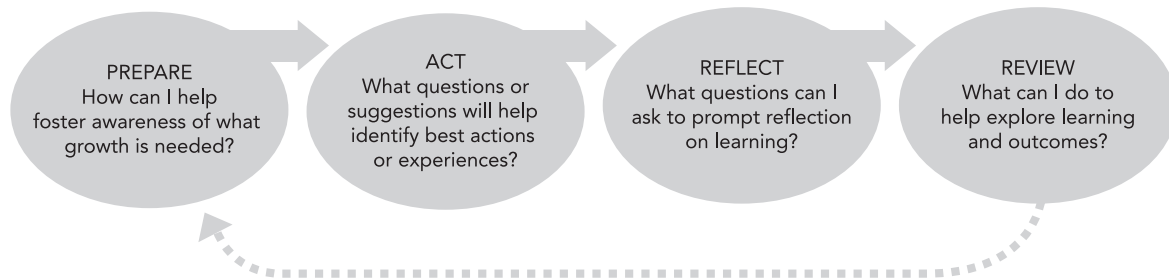
- Become familiar with the model "Reinforcing a Learning Culture."
- Review the list of suggested tools and activities associated with each phase of the model.
- Engage the team in coming up with its own process or actions to support this cycle.

Suggested tools and activities are listed on the next page for each phase.



Model: Reinforcing a Learning Culture

FOCUS FOR LEADERS TO SUPPORT OTHERS IN A CYCLE OF DEVELOPMENT



Phase	Manager's Focus	Tools and Activities
Prepare	Getting the team to be aware of its strengths and areas for improvement.	<ul style="list-style-type: none"> Employee of the many 3rd party team performance assessments with the team. Have the team develop their own assessment and then apply it themselves. Meet with the team to review assessment results. Prompt them with powerful questions that get them to think about how to build on their strengths and mitigate the team's weaknesses. Lead them through a team visioning process to chart their success and what they need to achieve that success.
Act	Identify specific actions for building the team's capabilities.	<ul style="list-style-type: none"> Based on visioning activity, conduct brainstorming around possible actions and experiences that will most serve the team. Use tools such as "mind maps" or "affinity diagrams" to generate and organize ideas for action.*
Reflect	Support the team in taking an honest look at what they are learning about themselves and the dynamics of their team.	<p>Meet with the team and ask them questions to prompt their reflection.</p> <ul style="list-style-type: none"> Which ideas have proved to be beneficial? What has not worked? Where should we cut our losses? What needs to be said that has been under the surface? What are we proud of? What is there to celebrate, including our failures?
Review	Once the project is completed, capture insights and learning that the individuals will carry with them to their work on future teams.	<ul style="list-style-type: none"> Ask the team leader to collect input from team members about what they learned about being an effective team. Meet with the team to review the ideas and ask what they are each willing to do to help the next team they are on be successful.

* The company GoalQPC offers a wide range of pocket guides documenting tools for team assessment, decision making, idea generation, project management, etc. They can be found at www.goalQPC.com.