Check your team's top 3 challenges:	Check your team's top 3 strengths:
Team Challenges	Team Strengths
Appreciation and Rewards	
<ul> <li>Team members feel undervalued.</li> <li>Good work goes unnoticed.</li> <li>Low energy and engagement.</li> </ul>	<ul> <li>Our team celebrates accomplishments.</li> <li>We show appreciation to our team member for the value they bring.</li> </ul>
Balanced Participation	
<ul> <li>Work load is uneven. Some team members are underutilized – others are overloaded.</li> <li>Some team members do not voice their ideas and opinions.</li> <li>One to two people's opinions tend to steer the team.</li> </ul>	<ul> <li>All team members are engaged and participating.</li> <li>Total work load is "owned" by the team and work is shared to distribute the load.</li> <li>There is open and robust dialogue with all contributing as needed.</li> </ul>
Communication	
<ul> <li>Important information is not shared fully.</li> <li>Communication is lacking; progress is hindered.</li> <li>There is lots of talk but no meaningful or helpful dialogue.</li> </ul>	<ul> <li>Communication &amp; information flows freely.</li> <li>People know where expertise lies within the group and leverage this information.</li> <li>Useful information is shared.</li> </ul>
Conflict Management	
<ul> <li>Conflict is subverted; people avoid dealing with different points of view.</li> <li>When there is conflict, our team has difficulty getting it resolved effectively.</li> <li>People take opposing points of view personally.</li> <li>Team members would rather avoid conflict than resolve it.</li> </ul>	<ul> <li>Conflict:</li> <li>Is surfaced when it occurs.</li> <li>Is seen as healthy.</li> <li>Is seen as an opportunity to explore differing viewpoints and to make the best decision</li> <li>Does not get in the way of team relationships</li> </ul>
Decision Making	
<ul> <li>We are having a hard time making decisions in a timely manner.</li> <li>We are not clear about who should make the decision.</li> <li>People are hesitant to make decisions.</li> </ul>	<ul> <li>Decisions are made in a timely manner after the appropriate amount of input and discussion.</li> <li>Decisions get made efficiently.</li> <li>Only appropriate issues are escalated.</li> </ul>
Feedback	
<ul> <li>Feedback is avoided.</li> <li>Rather than provide feedback face to face, there are side conversations and triangulation.</li> </ul>	<ul> <li>Team members provide feedback to each other – both positive and constructive</li> <li>Feedback is valued and sought after.</li> </ul>
Informal Communication and Interpersonal Relationships	
<ul> <li>Relationships between team members are cool or perhaps even</li> </ul>	<ul> <li>We work hard but also have fun.</li> </ul>

- Relationships between team members are cool or perhaps even strained.
- We don't know our team members very well on a personal basis.
- There is little informal dialogue or sharing between team members.
- We work hard but also have fun.
- Team members are known on a personal level.
- There are informal conversations and dialogue.

### **Improvement Focused**

- People are guarded and defensive.
- There is cynicism on the team.
- Little progress is made.
- We focus on the work we do and not the process we use to do the work.
- Our team continually looks for ways to get better.
- People are comfortable making suggestions.
- Suggestions are heard and acted on.

## **Inclusion and Respect**

- Team members take a position and have difficulty seeing other points of view or finding a collaborative solution.
- There are cliques and splinter groups in our team.
- Members multitask rather than attend to others.
- People interrupt or ignore; good ideas get lost.

- Everyone on our team is accepted and is able to contribute.
- Differences are seen as sources of richness, rather than deficiencies.
- We listen fully & carefully to all team members.

# **Problem Solving**

- Problems linger and fester.
- Problems get ignored and covered up.
- There is unresolved conflict.
- There are people on the team who might contribute good problem solving ideas, but they are not tapped into.
- Problems are resolved quickly.
- Team members feel comfortable bringing potential problems to the team.
- We have a good process for resolving problems.
- Differing points of view are considered when solving problems.

### Support

- Every team member looks out for his/her self only.
- Sense of isolation within the team.
- Uneven work load.
- Inability to effectively manage the ebb/flow of work.

- Team members support each other in words and actions.
- If a team member needs help, others are willing to pitch in.

#### **Team Cohesion**

We are not working as "one team" – instead there are subgroups:

- First Solar associates & SAP consultants
- On-site & remote participants
- Project members and non-project members

- All team members are aligned to a common goal.
- Work flows seamlessly between team members
- Strengths of each team member are leveraged.

#### **Team Norms**

- Expectations and team standards are unclear.
- Start and stop times for meetings are not honored.
- Some people are "free loading" they attend but do not contribute.
- Meetings are not run well; little is accomplished.

- Meetings are efficient and effective.
- Members know their roles and what is expected.
- All team members contribute to the total group effort.

# • Everyone looks out for themselves only.

- Team members don't honor commitments. We can't count on them.
- There is a lack of confidence in the skill and ability of some team members.

#### Trust

- Team members can be counted on and are reliable.
- The team has members with the required skill and expertise.
- We know what each team member brings to the team and leverage their talents.