

Module 14: Managing Team Performance

TEAM PLAYBOOK

GOAL:

Deadline: _____

SHARED PRACTICES:

Criteria for evaluating ideas

Process for making decisions

Communication flow and format

Expectations for behavior/conduct

Building and maintaining trust

IDENTIFY TEAM ROLES:

Gather information/data _____

Analyze information/data _____

Coordinate efforts _____

Track progress _____

Leadership _____

Followership _____

Quality/standard assurance _____

Group cohesiveness/camaraderie _____

Other: _____

RESOLVING CONFLICT:

How and by when

Mediator

Final authority

ACCOUNTABILITY:

How measured

When assessed

Consequences