

LEADERSHIP INSIGHT CONSULTING

Team Assessment Checklist

Organization: _____ Date: _____

SECTION 1: COMMUNICATION & INFORMATION FLOW

- Team members know what's expected of them
- Information flows freely across the team
- People speak up when they see problems
- Disagreements are addressed constructively
- Decisions and rationale are communicated clearly

Notes:

SECTION 2: DECISION-MAKING & ACCOUNTABILITY

- Decision-making authority is clear
- People take ownership of their commitments
- Failures are discussed openly without blame
- Decisions are revisited when new information emerges
- Accountability is consistent across all team members

Notes:

SECTION 3: TEAM MORALE & ENGAGEMENT

- Team members seem energized by their work
- People help each other without being asked
- Humor and lightness are present
- Team celebrates wins together
- People speak positively about the team when alone with you

Notes:

SECTION 4: OPERATIONAL EFFECTIVENESS

- Work processes are clear and followed
- Bottlenecks are identified and addressed quickly
- Quality standards are maintained consistently
- Resources are allocated effectively
- Deadlines are met without constant crisis mode

Notes:

SECTION 5: LEADERSHIP & DIRECTION

- Team understands the broader strategy and their role in it
- Leadership provides clear priorities
- Team feels supported in taking calculated risks
- Feedback (positive and constructive) is regular and specific
- Leadership admits mistakes and adjusts course

Notes:

SECTION 6: TRUST & PSYCHOLOGICAL SAFETY

- People share concerns without fear of consequences
- Mistakes are treated as learning opportunities
- Team members challenge ideas, not people
- Diverse perspectives are actively sought
- Conflict is productive, not personal

Notes:

KEY INSIGHTS:

What's working well?

What needs attention?

What patterns do you notice across categories?

PRIORITY ACTIONS:

What one or two changes would have the biggest impact?

NOTE: This checklist is a starting point for structured observation,
not a scorecard. Pay attention to patterns, not individual items.