

Team Roles & Strengths Matrix

A high-performing team blends diverse strengths, skills, and personalities. This matrix helps teams identify their natural roles, clarify contributions, and ensure the right balance of thinking, action, and collaboration across the group.

1. Purpose of This Tool

- ☐ Identify the roles and strengths each team member brings.
- ☐ Clarify responsibilities and reduce overlap or gaps.
- ☐ Promote appreciation of diversity and complementary skills.
- ☐ Improve role alignment and teamwork effectiveness.
- ☐ Support coaching, performance, and development conversations.

Tip: Teams perform best when members understand and value one another's strengths.

2. Team Information

Field	Details
-------	---------

Team Name	
-----------	--

Department / Function	
-----------------------	--

Team Leader	
-------------	--

Number of Members	
-------------------	--

Date Completed	
----------------	--

- ☐ Capture key details for reference.

Tip: Update this matrix whenever the team structure or membership changes.

Notes

3. Common Team Roles (Examples)

Role Type	Description	Strengths Typically Associated
Coordinator	Keeps the team organised and focused on goals.	Leadership, planning, time management.
Innovator	Generates creative ideas and new approaches.	Curiosity, imagination, strategic thinking.
Implementer	Turns ideas into action and ensures follow-through.	Reliability, discipline, attention to detail.
Communicator	Builds relationships and promotes understanding.	Empathy, diplomacy, verbal communication.
Analyst	Evaluates options using logic and data.	Critical thinking, objectivity, accuracy.
Supporter	Provides encouragement and strengthens morale.	Patience, listening, teamwork.
Challenger	Questions assumptions and drives high standards.	Courage, assertiveness, persistence.

☐ Use these as starting points to define roles within your team.

Tip: A balanced mix of these roles ensures creativity, delivery, and cohesion.

4. Team Roles & Strengths Matrix

Team Member	Primary Role	Secondary Role	Key Strengths	Development Area	Notes
-------------	--------------	----------------	---------------	------------------	-------

☐ Discuss and complete as a team to confirm each person's primary and supporting roles.

Tip: Encourage honest input and self-reflection during completion.

5. Strengths Identification

Team Member Top 3 Strengths How These Strengths Help the Team

- ☐ Recognise and share strengths openly to build mutual respect.

Tip: Strength awareness boosts confidence and engagement.

6. Development Opportunities

Team Member Skill or Behaviour to Develop Support Needed Target Date

- ☐ Pair development areas with mentors, training, or stretch tasks.

Tip: Balanced teams develop strengths while reducing weaknesses.

7. Team Strengths Map (Optional Summary)

Category	Strengths Represented	Gaps Identified
----------	-----------------------	-----------------

Strategic Thinking		
--------------------	--	--

Execution		
-----------	--	--

Relationship Building		
-----------------------	--	--

Influencing		
-------------	--	--

- ☐ Use this to visualise where your team excels and where balance may be lacking.

Tip: Gaps highlight opportunities for targeted hiring or skill development.

Notes

8. Collaboration Patterns

Strength Combination	Benefit	Possible Risk	Action to Balance
Two strong challengers	Drives performance	Can create tension	Encourage shared decision-making
Many innovators, few implementers	Generates ideas	Poor execution	Add structure and clear ownership
Strong communicators	Builds morale	May avoid tough feedback	Reinforce accountability

☐ Review combinations that help or hinder teamwork.

Tip: Diversity is valuable only when balanced by mutual respect.

9. Team Reflection Questions

Question	Reflection
Do we have the right mix of skills and perspectives?	
Are all voices heard and valued equally?	
Which strengths are underused in our current projects?	
How can we better use our collective strengths to reach goals faster?	

☐ Use these questions to guide your next team meeting or workshop.

Tip: Reflection builds self-awareness and alignment.

Notes

10. Review and Action Plan

Focus Area	Action Step	Owner	Target Date	Progress
------------	-------------	-------	-------------	----------

Role clarity

Strength utilisation

Development support

Balance improvement

☐ Review and update every 6 to 12 months to maintain role clarity and motivation.

Tip: A living matrix keeps the team agile, balanced, and cohesive.

How to Use This Matrix

Use this tool in team workshops, performance reviews, or onboarding sessions. Encourage open discussion about how roles and strengths contribute to collective success. Combine it with the Team Dynamics Assessment and Psychological Safety Checklist to create a complete view of how your team functions and grows together.

Notes