

Team Dynamics Assessment

Understanding team dynamics is essential for creating high-performing, cohesive teams. This assessment helps identify strengths, communication patterns, and areas that need improvement, supporting better collaboration, trust, and results.

1. Purpose of This Tool

- ☐ Assess how effectively your team collaborates and communicates.
- ☐ Identify underlying patterns that influence team performance.
- ☐ Highlight strengths and areas needing development.
- ☐ Foster trust, accountability, and mutual respect.
- ☐ Build a foundation for continuous team improvement.

Tip: High performance depends as much on how people work together as on what they achieve.

2. Team Information

Field	Details
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Team Name	
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Department / Function	
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Team Leader	
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Number of Members	
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Date Completed	
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| ☐ Capture team details to provide context for the assessment. | |
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Tip: Revisit this assessment every 6 to 12 months to track progress.

Notes

3. Team Performance Self-Rating

Rate each statement from 1 (Strongly Disagree) to 5 (Strongly Agree).

Category	Statement	Rating (1–5)
Purpose & Goals	Our team has a clear, shared purpose.	
	We understand how our work supports organisational objectives.	
Communication	Team members communicate openly and honestly.	
	Information flows efficiently without bottlenecks.	
Collaboration	We support one another to achieve shared outcomes.	
	Everyone's contributions are valued and respected.	
Accountability	Each person takes ownership of their responsibilities.	
	We address underperformance constructively.	
Decision-Making	Decisions are made collaboratively and transparently.	
	Team members are consulted before major changes.	
Conflict Management	Differences of opinion are handled professionally.	
	We see conflict as an opportunity for growth.	
Trust & Cohesion	We trust one another to deliver and follow through.	
	The team has a positive, supportive atmosphere.	

☐ Review the results as a team and identify top strengths and areas for improvement.

Tip: Focus discussions on behaviours, not personalities.

4. Results Summary

Category	Average Score	Strength / Development Area
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Purpose & Goals		
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Communication		
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Collaboration		
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Accountability		
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Decision-Making		
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Conflict Management		
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Trust & Cohesion		
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☐ Use this table to summarise team performance patterns.

Tip: Aim for balanced performance across all categories, not perfection in one.

5. Strengths and Development Insights

Strengths Observed	How to Maintain Them
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Development Areas	How to Improve
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☐ Document key insights and practical improvement actions.

Tip: Building on strengths is as important as fixing weaknesses.

Notes

6. Communication & Collaboration Review

Question

Reflection

How often do we meet and communicate as a team?

Are meetings effective and inclusive?

How do we share information across roles or time zones?

Where do misunderstandings typically occur?

☐ Discuss these questions openly to uncover hidden communication barriers.

Tip: Honest dialogue creates a stronger, more connected team.

7. Team Roles and Interactions

Role Core Responsibilities Key Strengths Collaboration Notes

☐ Review whether roles are clear and balanced across the team.

Tip: Overlap in responsibilities can cause confusion - clarity prevents conflict.

8. Team Environment Check

Statement

Rating (1–5) Notes

Team members feel safe sharing new ideas.

Feedback is given and received constructively.

Recognition and appreciation are frequent.

Team meetings encourage open participation.

☐ Assess the emotional climate and openness of the team environment.

Tip: A psychologically safe environment is the foundation of high performance.

9. Action Plan

Focus Area	Action Step	Owner	Target Date	Progress
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Communication

Collaboration

Accountability

Trust Building

☐ Translate insights into specific, time-bound improvement actions.

Tip: Small, consistent actions sustain long-term change.

10. Review and Reflection

Question	Reflection
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What surprised us most about this assessment?

What strengths can we celebrate?

What one behaviour will make the biggest difference?

How will we hold each other accountable for improvement?

☐ Use this section to consolidate insights and commitments as a team.

Tip: Reflection ensures that lessons lead to real behavioural change.

How to Use This Assessment

Complete this assessment as a team discussion, not an individual survey. Use the results to shape improvement plans, strengthen communication, and align behaviours. Combine it with the Collaboration Effectiveness Survey and Psychological Safety Checklist for a complete view of team performance and cohesion.

Notes