

Team Building Checklist

- Frequency of Team meetings:

- Duration of team meetings?

- Is the team split up for meetings?

- What are the job divisions within the work team?

- Are team members cross trained?

- How many Team member are employed?

- How are lunches/breaks scheduled?

- How does the office start off their work day?

- How does the office end their work day?

- Where does the team struggle the most?

- What division struggles the most?

- What additional training/aid has been provided to the team to overcome their struggles?

- What are the team's strengths and weaknesses?

- Frequency of Team Building exercises?

- Types of team building used in the past:

- What incentives and profit sharing are already in place for the team?

- Are the incentives equal across all divisions or specific?

- What are the offices main goal to achieve with their team?

- What budget per year have you set aside for team building?
