

## Leading Effective Team Meetings Observer Worksheet

### Team Dynamics

On a scale of 1-10 (1 is HIGHLY INEFFECTIVE, 10 is HIGHLY EFFECTIVE) how effective was this team's functioning?

|   |   |   |   |   |   |   |   |   |    |
|---|---|---|---|---|---|---|---|---|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|----|

What were the specific effective and ineffective behaviors you observed? Be as concrete as possible. For example, a correct answer would be, "the (health professional) disrupted the meeting when she arrived last". You may want to consider skills in the following area: running meetings, leadership, communication, conflict management, recognition of other team members, etc.

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List three different ways you would have responded to these ineffective behaviors.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Team Effectiveness

On a scale of 1-10 (1 is NOT AT ALL VALUABLE , 10 is VERY VALUABLE) how valuable was the team meeting in establishing or improving the care plan for the patient?

|   |   |   |   |   |   |   |   |   |    |
|---|---|---|---|---|---|---|---|---|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|----|

Give three different reasons why you circled the number you did?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_