

## Team Feedback Form

- The purpose of this form is to help you look at how your overall team/department is doing. It is intended to stimulate mutual feedback between you and your leader and between group members when done as a joint exercise. Your assessment will hopefully lead to constructive changes for you and your work.
- Directions: Use the five point scale below to rate the following 15 areas. Feel free to make additional comments for any of the items. Note—virtual teams may want to adjust some of the items.

1-----2-----3-----4-----5  
**Strongly Disagree**                      **Basically Agree**                      **Strongly Agree**

1. The objectives of my team/department are clear to me.

Rating \_\_\_\_\_ Comments:

2. The objectives were formed with ample discussion and prayer.

Rating \_\_\_\_\_ Comments:

3. I am involved in the decision making process in my work area.

Rating \_\_\_\_\_ Comments:

4. We meet often enough as a group.

Rating \_\_\_\_\_ Comments:

5. There is a good sense of team spirit in our work.

Rating \_\_\_\_\_ Comments:

6. The communication process is adequate within our group.

Rating \_\_\_\_\_ Comments:

7. I understand what is expected of me.

Rating \_\_\_\_\_ Comments:

8. I receive timely and sufficient feedback on my work.

Rating \_\_\_\_\_ Comments:

9. I feel respected and encouraged by my leader/supervisor.

Rating \_\_\_\_\_ Comments:

10. I feel encouraged and respected by my colleagues.

Rating \_\_\_\_\_ Comments:

11. I regularly try to encourage and support my colleagues.

Rating \_\_\_\_\_ Comments:

12. My communication with my leader/supervisor is adequate.

Rating \_\_\_\_\_ Comments:

13. I have sufficient time to fulfil my responsibilities.

Rating \_\_\_\_\_ Comments:

14. I am growing as a person as a result of my work involvement.

Rating \_\_\_\_\_ Comments:

15. Overall I am satisfied with and enjoy my work.

Rating \_\_\_\_\_ Comments:

### Scores:

- **Individual:** Your overall rating (total divided by 15); also note your three highest and three lowest scores
- **Group:** Composite score for your group (total scores divided by 15 then divided by the number of raters)

### It is also helpful to look at the following areas:

Ways to improve the **work we do TOGETHER**, rated on a scale of 1-5, along with comments:

We trust... We plan... We discuss... We own... We commit... We perform... We review... We grow...

(expanded from Lencioni's *Five Dysfunctions of a Team*; note that cultivating trust is a process!)

## Sentence Completion Exploring Team Life

(based on material from the article Tools for Team Viability; 1992)

Resilient teams are healthy, able to endure hardship, and remain engaged in their work. Resiliency does not always come easily. For many teams it takes lots of hard effort—harmonizing different goals, clarifying unspoken expectations, and dealing with relational friction. Teams become resilient by going through the various ups and downs of team life together. They learn greater dependence on God and on each other and in the process become more effective in carrying out their tasks. Resilient teams are a process. They are made, or better grown, step by step.

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This exercise is one of many to include in a good tool kit for team development. It can be used at almost any point in the team's life cycle. This type of tool—sentence completion—is an interesting and helpful way to get a quick picture of how the team is doing. It is also useful when a team is stuck in an area and when a moderator or consultant is available to help. Be sure to have a look at the Guidelines for Doing Team Building in these handouts.

**Directions:** Team members are to complete the following sentences by writing down some of their spontaneous thoughts and feelings. Responses are confidential although members are encouraged to share some of them with the group. After everyone has written down their answers, volunteers share their responses to the first item, discuss it, and then do the same with the remaining items. People are encouraged to ask about people's different responses yet while also respecting how much disclosure people want to make.

This team experience leads to a core question and some practical action points. Based on what we have shared, what do we want to do to strengthen our team?

1. Life for me right now...
2. Our team is good at...
3. It is hard to...
4. I am most fulfilled when...
5. Our team needs...
6. My best coping strategy...
7. Our biggest team problem right now...
8. I am anxious about...
9. Three years from now...
10. Team communication...
11. If only they knew...
12. If I were in charge...
13. One thing I would like to ask our group...

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**RELATIONSHIP VERSES**

Gordon and Rosemary Jones, Teamwork (rev. 2003)

Here is a list of scripture verses that refer to relationships.  
These may be used at any point in the teambuilding process.

1. 'Be at peace with each other' Mark 9:50
2. 'Wash one another's feet' (a servant attitude) John 13:14
3. 'Love one another' John 13:34
4. 'Each member belongs to all the others' Romans 12:5
5. 'Be devoted to One another' Romans 12:10
6. 'Honour one another above yourselves' Romans 12:10
7. 'Rejoice with those who rejoice; mourn with those who mourn' Romans 12:15
8. 'Live in harmony with one another' Romans 12:16
9. 'Stop passing judgement on one another' Romans 14:13
10. 'Let us therefore make every effort to do what leads to peace and to mutual edification' Romans 14:19 .
11. 'Accept one another' Romans 15:7
12. 'Instruct one another' Romans 13:14
13. 'Greet one another' Romans 16:16
14. [Do not take] 'pride over against another' I Corinthians 4:6
15. 'Wait for each other' (be considerate) I Corinthians 11:33
16. 'Have equal concern for each other' 1 Corinthians 12:25
17. 'Serve one another' Galatians 5:13
18. 'If you keep on biting and devouring each other, watch out or you will be destroyed by each other' Galatians 5:15
19. 'Let us not become conceited, provoking and envying each other' Galatians 3:26.
20. 'Carry each other's burdens' Galatians 6:2
21. 'Let us do good to all people. especially to those who belong to the family of believers' Galatians 6:10
22. 'Consider others better than yourselves' Philippians 2:3
23. 'Be kind and compassionate "to one another' Ephesians 4:32
24. 'Be patient, bearing with one another' Ephesians 4:3
25. 'Submit to one another' Ephesians 5:21
26. 'Each of you should look not only to your own interests. but also to the interests of others' Philippians' 2:4.27.
27. 'Do not lie to each other' (be honest) Colossians 3:9
28. 'Forgive whatever grievances you may have against one another' Colossians 3:13
29. 'Teach and admonish one another with all wisdom' Colossians 3:16
30. 'Build each other up' I Thessalonians 5:11
31. 'Make sure that nobody pays back wrong for wrong, but always try to be kind to one another' I Thessalonians 5:13
32. 'Encourage one another daily' Hebrews 3:13
33. 'Spur one another on towards love and good deeds' Hebrews 10:24
34. 'Do not Slander one another' James 4:11
35. 'Do not grumble against each other' James 3:9
36. 'Confess your sins to each other' James 5:16
37. 'Pray for each other' James 5:16
38. "Offer hospitality to one another without grumbling' 1 Peter 4:9
39. 'Each should use whatever gift he has to serve others, faithfully administering God's grace' I Peter 4: 10
40. 'Clothe yourselves with humility toward one another' 1 Peter 5:5
41. 'Have fellowship one with another' I John 1:7

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