Collaborative Team Checklist

TEAMS
- share common beliefs and work toward common goals
- establish and share roles and responsibilities
- establish mutually agreed upon methods for meetings
- are willing to share personal feelings and insights
- continue to change and grow
- have fun!

ROLES AND RELATIONSHIPS
- roles and responsibilities are clear
- lines of communication are clear
- expectations regarding work performance (quality, timeliness, etc.) are similar

TEAM MEETINGS
- meet regularly and consistently
- sit facing toward each other at meetings (in a circle)
- have an agenda (agreed upon in advance)
- begin with celebrations, sharing, or other positive note
- have a facilitator (regular or rotating)
- have facilitator(s) who effectively keep the discussion on track
- hold no one solely responsible for success/failure of team actions
- share group tasks, responsibilities and group leadership
- keep to scheduled time limits

TEAM INTERACTIONS
- encourage each other to interact and participate in problem-solving and decisions
- engage in active listening

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☐ give eye contact to the speaker
☐ wait until others complete speaking before speaking yourself
☐ when necessary, repeat or paraphrase the speaker to ensure understanding
☐ make decisions by consensus
☐ poll each other for understanding of issues/ideas
☐ criticize ideas but not each other
☐ share decision making credit (use “we” and “us” vs. “I” and “you”)
☐ demonstrate value for others’ opinions
☐ be flexible when necessary
☐ develop action plans, follow up on decisions, and monitor issues as part of the agenda of following meetings
☐ openly communicate (and agree to disagree at times)
☐ set rules for methods to deal with controversial issues or subjects
☐ criticize ideas and not people
☐ accept criticism of ideas without being defensive
☐ generate lots of potential solutions to an identified problem
☐ review how they are doing and give each other feedback on how they are doing as a team

CONFLICT RESOLUTION METHODS
☐ remain calm
☐ look at the speaker
☐ don’t interrupt the speaker
☐ don’t adopt a defensive posture
☐ listen to what is being said
☐ check the accuracy of the message (don’t assume)
☐ validate the other person’s feelings
☐ try to imagine the other person’s point of view
☐ use a tone of voice which is calming
☐ avoid tones which suggest impatience, disgust, or sarcasm
☐ speak clearly and slowly at a moderate volume
☐ attempt to reach agreement on a mutual goal and next steps
☐ plan to return to the issue with ground rules or with an agreed-upon agenda

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