**Your Blank Team Handout**

**Directions**: Complete the description of your team by inserting words in the blank spaces in the paragraph below:

1. Our team is one of the …………………… teams in this organisation. We have …………………… purpose. We have …………………… goals and a ………………… plan to achieve those goals.
2. The members of our team are …………………… committed to working hard to accomplish those goals by implementing the plan. Roles of team members are …………………… defined. We make our decisions by the …………………… method. Problems are addressed by……………………. Our operating guidelines are…………………….
3. The output of our team is one of the …………………… in this organisation. We make …………………… impact.
4. The diversity of our team is …………………… in this organisation. We …………………… new members. Diversity is …………………… used to our team’s advantage. All views and opinions are …………………… in this team.
5. When the team makes decisions it is……………………. Differences of opinion are……………………. ¨
6. Human relations among team members may be described as……………………. Members often …………………… one another. Members …………………… active listening to ensure accurate communications. Conflict is resolved by…………………….
7. Team meetings always start…………………….There is …………………… an agenda for the meeting. Meetings are opportunities for members to……………………. Team members usually feel the meetings are a …………………… experience.
8. Management’s support for the team is characterised by……………………. When the team needs resources to get the job done, it can count on management to……………………. The team is empowered by management to…………………….
9. The future of the team is……………………. At this point the team should……………………. I am personally very……………………with my participation on this team and I look forward to…………………….
10. Team members…………………… seek new ways of learning. There is …………………… time for personal development.