

## Traits of High-Performance Teams

High-performance teams all share the following characteristics:

1. A clear team goal that has been created by the team and that dovetails with organizational targets.
2. Established ground rules or norms that are adjusted regularly and used to monitor and improve the team.
3. Detailed work plans that define tasks, clarify roles and responsibilities, lay out a schedule of events and specify the performance expectations of the team.
4. Clearly defined empowerment so that members know which decisions they can make.
5. Clear and open communications between members and with those outside the team.
6. Well-defined decision procedures that help the team know which decision-making approach to use.
7. Beneficial team behaviors that reflect good interpersonal skills and positive intent to make the team successful.
8. Balanced participation such that everyone is heard and the team's decision making is not dominated by one or two strong personalities.
9. Awareness of group process along with regular initiatives to improve how the team functions.
10. Well-planned and executed meetings with clear agendas.