TEAM STAGE CHECK

Where is our team?

HIGH PERFORMING TEAMS

Write the stage you think the team is in on a sticky note, with one reason, and place it under that stage. Then agree one stage together and choose two actions that fit it.

Team: _____ **Date:** _____

01 Forming

Polite and unsure. People look to the leader and work out where they fit.

02 Storming

Friction over goals, roles, and how to work. Differences come out.

03 Norming

Shared ways of working start to stick. Trust grows.

04 Performing

Trust is high. Energy goes into the work, and leadership is shared.

05 Adjourning

The work is ending. The team is letting go.

The stage we agreed

One stage, or between two, and why

Our review

When we check again, and who books it

Our two actions

What we will do, who owns it, and by when

1 Owner and date

2 Owner and date

WORKED EXAMPLE

An example stage check

HIGH PERFORMING TEAMS

A seven-person finance team, three months after merging with a smaller team from another office. Use it to see how specific each part can be, not as a script.

Team: Finance, seven people

Date: three months after the merger

01 Forming

Polite and unsure. People look to the leader and work out where they fit.

1 note: the newest member, two weeks in

02 Storming

Friction over goals, roles, and how to work. Differences come out.

4 notes, mostly about who signs off month-end figures

03 Norming

Shared ways of working start to stick. Trust grows.

2 notes, both from the original team

04 Performing

Trust is high. Energy goes into the work, and leadership is shared.

None

05 Adjourning

The work is ending. The team is letting go.

None

The stage we agreed

Storming. Day-to-day work is settled, but not who decides on the things that matter most.

Our review

We run the check again in eight weeks, or sooner if anyone joins. The finance manager books it.

Our two actions

1. Agree who signs off month-end figures, and write it down, by Friday (finance manager)
2. Add 10 minutes to the weekly meeting for anything that is not working, for six weeks (rotating chair)