

Team Processing Activity ¹

This activity will help your team discuss how you worked together effectively during the previous end-of-unit team activity and to identify how you can increase your team’s effectiveness. On your own, rate your team’s interactions during the previous end-of-unit team activity on the following scale.

1. Your personal level of preparation for the previous team activity.

1	2	3	4
Not at all prepared	Slightly prepared	Somewhat prepared	Very prepared

2. Your teammates’ level of preparation for the previous team activity.

1	2	3	4
Not at all prepared	Slightly prepared	Somewhat prepared	Very prepared

3. Your team’s effectiveness at seeking information and opinions from everyone in the team.

1	2	3	4
Not at all effective	Slightly effective	Somewhat effective	Very effective

4. Your team’s effectiveness at communicating clearly and to the point (e.g., little rambling or off-topic discussion).

1	2	3	4
Not at all effective	Slightly effective	Somewhat effective	Very effective

5. Your team’s effectiveness at respecting individual differences of opinion.

1	2	3	4
Not at all effective	Slightly effective	Somewhat effective	Very effective

6. Your team’s effectiveness at encouraging a cooperative group climate (e.g., encouraging all members to contribute, fostering the sense of “we-ness” in the team, cooperating with the team to reach the team goal even if your ideas aren’t adopted).

1	2	3	4
Not at all effective	Slightly effective	Somewhat effective	Very effective

¹ Based on Barker, Wahlers, and Watson (2001) *Groups in process: An introduction to small group communication* (6th Ed).

7. Your team’s effectiveness at listening attentively (e.g., speakers weren’t interrupted, individual team members weren’t chatting or otherwise distracted from the team goal).

1	2	3	4
Not at all effective	Slightly effective	Somewhat effective	Very effective

8. Your team’s effectiveness at managing interpersonal conflict.

1	2	3	4
Not at all effective	Slightly effective	Somewhat effective	Very effective

9. Your team’s effectiveness at analyzing ideas rather than criticizing personalities.

1	2	3	4
Not at all effective	Slightly effective	Somewhat effective	Very effective

10. Your team’s effectiveness at keeping an appropriate sense of humor (e.g., resisting the temptation to use humor to minimize the value of others’ contributions and/or to lead the group astray).

1	2	3	4
Not at all effective	Slightly effective	Somewhat effective	Very effective

Working together with your teammates, answer #11 and #12. Turn in ONE COPY of your answers to #11 and #12 to your team folder. The quality and specificity of your team’s responses to items #11 & #12 will each be evaluated on a 0-2 scale, for a total of four possible points.

11. List three specific things you and your teammates agree that your team did effectively.

- a)
- b)
- c)

12. List three specific things you and your teammates will do differently on the next team assignment to work more effectively.

- a)
- b)
- c)