

Team Self-Assessment of All 15 Actions of Highly Effective Teams

Ideas from *Highly Effective Teams* by Ferriter et al. (Solution Tree Press, 2025)

Below are the practices of highly effective teams from *The Handbook for Highly Effective Teams*. The book contains 15 actions that highly effective teams engage in, organized into four larger roles.

For each of the 15 actions, team members should *individually* rate each item, and then come together to determine celebrations and next steps.

Rate each item with an 'M' (mostly), an 'S' (sometimes) or an 'R' (rarely):

Part I. Build a Strong Foundation

- ___ Our team identifies and uses roles, norms, and protocols to support team functioning.
- ___ Our team has a way to address different personalities, backgrounds, and work styles on the team.
- ___ Our team sets interdependent goals to guide our work.
- ___ Our team determines how effectively we work together and are impacting student learning.

Part II. Define the Essentials of Student Learning

Our team collaboratively plans units which includes:

- ___ Collaboratively outlining the essential student learnings and what this looks like in student work
- ___ Outlining prerequisite knowledge and skills
- ___ Prioritizing more essential standards while minimizing less important ones
- ___ Sequencing the learning

Part III. Learn from Assessment Data

- ___ Our team collaboratively develops and delivers common formative assessments
- ___ Our team uses common formative assessment results to determine high-impact instructional strategies
- ___ Our team helps students monitor their own learning by sharing success criteria
- ___ Our team creates exemplars of student work to help students better monitor their own progress

Part IV. Respond When Students Don't Learn (or Have Already Learned)

- ___ Our team creates a schedule with time *during* units of instruction to provide extra time and support
- ___ Our team delivers interventions to students who are struggling and does not wait for others to do this
- ___ Our team provides extensions to students who have already learned the grade-level standards.