

Checklist for Evaluating Collaborative Learning

Effective leaders and teams continuously evaluate and improve their performance. Here are some criteria by which to judge the performance of your team and your own leadership and teamwork skills.

Team Performance

Clear Goals and Plans

- Does your team establish clear goals and objectives that everyone fully understands?
- Does your team establish clearly defined work plans to reach these goals?

Commitment to Goals and Success

- Are all team members fully committed to the goals and work plans?
- Are all team members committed to making the team successful?

Team Responsibilities and Contributions

- Do your team leaders and members clearly define roles and responsibilities?
- Does everyone participate fully and collaboratively?
- Does everyone contribute his/her fair share of the work?

Team Leadership and Decision-making

- Do team leaders and members demonstrate democratic and collaborative leadership?
- Do all members participate fully in decision-making?
- Do team leaders and members seek consensus on all decisions?

Interpersonal Relations

- Do team leaders and members treat each other with respect?
- Do team leaders and members value and recognize the contributions of all team members?
- Do team leaders and members provide constructive praise and criticism?

- Do team leaders and members genuinely enjoy working together?
- Do team leaders and members channel and control emotional reactions and effectively control anger?
- Do team leaders and members effectively resolve conflicts?

Resource Management

- Do team members effectively use all resources to complete the project?
- Do team leaders and members effectively manage the time of team members?

Team Meetings

- Do team leaders and members define the purpose and agenda for each meeting?
- Do team leaders and members provide the opportunity for all members to fully participate in meetings?
- Do team leaders encourage all members to fully express their views in meetings?
- Do all team members fully participate and express their views?
- Are the viewpoints of all members considered fully in meetings?
- Do team leaders and members maintain focus and keep to the point in their conversations?
- Do team leaders and members fully listen to others and not interrupt others?
- Do team leaders and members summarize the results and next steps before the meeting is adjourned?

Your Leadership and Teamwork Skills

- Do you seek consensus on your team's goals and work plans to reach these goals?
- Do you communicate and demonstrate full commitment to the goals and work plans and the success of the team?
- Do you seek and respect consensus on roles and responsibilities?
- Do you make a full commitment to your responsibilities?
- Do you participate fully and collaboratively?
- Do you contribute your fair share of the work?
- Do you promote and support the full participation of all members in decision-making?
- Do you seek and promote consensus on all decisions?

- Do you treat team members with respect?
- Do you value and recognize the contributions of all team members?
- Do you provide constructive praise and criticism?
- Do you genuinely enjoy working with other team members and demonstrate this attitude?

- Do you channel and control emotional reactions and effectively control anger?
- Do you effectively resolve conflicts?
- Do you effectively use all resources?
- Do you effectively manage your own time and effectively use the time of other team members?

- Do you ensure that all meetings have a clear purpose and agenda?
- Do you ensure that all team members fully participate in meetings?
- Do you encourage all members to fully express their views in meetings?
- Do you fully participate and express your views?
- Do you ensure that the viewpoints of all members are considered fully in meetings?
- Do you maintain focus and keep to the point in conversations?
- Do you fully listen to others and not interrupt?
- Do you ensure that team leaders and members summarize the results and next steps before the meeting is adjourned?