



# Hamilton Group

## CHECKLIST FOR INTERNAL TEAMWORK

1. Distribute the checklist: team evaluation to everyone in the group and allow all participants some time to individually fill it out.
2. Then compare your results by going around the team. Ask someone in the group to compile the number of 1s, 2s, 3s, etc., for each question.
3. If someone has given a low rating of 1 or 2 to a question, it is important that they can justify why they believe teamwork is lacking in that area and provide a suggestion for how they would like it to be instead.
4. Compile on a flip chart or whiteboard your best suggestions for improvement. You should agree on at least 3 things that the group should work on further.
5. It's important not to interpret a low rating on a question as criticism and feel a need to defend your team.
6. Instead, welcome others' opinions. Remember, there is no definitive answer to agree upon; the exercise is about improving communication, listening to each other, and trying to consider a question from various perspectives to find improvement suggestions that benefit everyone in the group.