

## **Tool 5.5** Team Competencies Inventory

An effective team has the set of competencies that teams must have to be successful and learn from their experiences. These competencies are developed through individual and team learning experiences. These competencies should not reside in one person. In fact, it is better for team cohesiveness if each team member has at least one of these competencies. Then, it is the collective strength of the individuals that makes the team competent for high performance. Use the following tool to inventory your team's competencies.

Ask your team, "As a team, what competencies do we have, and what do we need to learn?" Go through the list below and make sure that for each of these competencies, at least one member of the team has this capability and has accepted this role in the group. If this competency is lacking in the team, consider seeking outside assistance.

<i>Competency</i>	<i>Name of Team Member</i>
Goal setting	
Meeting agenda setting	
Facilitating meeting process	

*(Continued)*

**Tool 5.5** (Continued)

<i>Competency</i>	<i>Name of Team Member</i>
Trust building	
Listening and giving feedback	
Problem solving	
Decision making	
Resolving conflict	
Collecting data	
Recording and documenting team actions	
Applying technical and functional expertise	
Training and coaching	
Making presentations	
Assessing team performance	
Planning/managing projects	