

Team Process Observation Sheet

Observer: Enter checkmarks/comments in the appropriate boxes when you see one of the behaviors. **Team:** Allot time at end of all meetings for observer to report and team to discuss implications of observations. Even if there is no designated process observer, take at least five minutes to debrief. Be truthful. Describe specific behavior (vs. global, judgmental comments). **Timeframe:** _____

Task Behaviors	(name)	(name)	(name)	(name)	(name)
Initiating/Information or Opinion Seeking: Gets a conversation going, keeps it going by drawing out relevant information/opinions/ideas/suggestions/concerns; defines problems, suggests procedures, proposes tasks, stimulates ideas.					
Information or Opinion Giving: Shares relevant information, opinions, beliefs, information, suggestions, and concerns; presents data to back up statements, suggests what data to collect to verify opinions.					
Creative Problem Solving: Clarifies and elaborates, works out disagreements by admitting error or changing proposals to help the team, clears up confusion, gives examples, points out issues and alternatives, interprets what has been said, seeks creative resolution where possible or middle ground if necessary.					
Summarizing/Terminating: Pulls together what's been said, organizes related ideas, restates suggestions, offers conclusions for the group to accept/reject. Moves the group toward decision or action (checking for consensus, agreement, or disagreement).					
Maintenance Behaviors					
Encouraging/Approving/Accepting: Friendly, warm, and responsive; shows nonverbal or verbal approval of others' participation such as eye contact, nodding, and "uh-huhs."					
Harmonizing: Uses/encourages humor; senses/expresses group feelings, moods, and shifts in tone; shares personal feelings with the team, gets others to express their feelings.					
Gate-Keeping: Helps to keep communication channels open, helps others to participate, discourages any one speaker from dominating, encourages non-contributors.					

ADDITIONAL COMMENTS: