

TO: Management 4161 Students

FROM: Deborah Roebuck

DATE: Fall 2009

SUBJECT: Final Team Assessment

Your last team project involves reflecting on your experiences together, gaining insight, and releasing feelings as a team. Working as a team, you have built a small, task-oriented society complete with roles, rules, rituals, sanctions, and relationships. When our class ends, your society will dissolve. Emotionally and psychologically, however, your team should mark its own dissolution and extract from the experience something of value to take along to other small societies you will help create. Your team must decide **if the team worked well together, if the team didn't work well together, and if the team worked well but the tasks didn't**. Then address the questions and issues under the heading applying to your team. Be sure to run the Spell/Grammar Check and attach it as well as the Critique of Final Team Assessment to the end of your memo. Then submit your assignment in the Assignment Drop Box.

If Your Team Worked Well Together

Your final project should be a pleasant event, a collective unwinding from the tensions of getting your projects done and a chance to celebrate together over a positive result. Meeting over a meal may help to set the tone.

Each team member needs to hear he or she has done his or her work well. Each team member should receive feedback as well as give feedback. Professional people must learn how to tell others they have done an effective job. So, in this final session, teammates should say what they saw as the most positive features of the group's performance together and make specific congratulatory comments to individual team members.

Constructive criticism proves just as valuable as compliments, particularly when delivered in a friendly, helpful manner. A team that worked well together should be able to share criticism with the aim of helping team members do a better job in the future.

Your team should list the "top ten" things they will miss most about their team and the class. Then list the things you will miss least. Then, you will make recommendations to future students regarding how to succeed as an individual and a team member in this class. In your conclusion, discuss any inferences you drew from this teaming experience and offer suggestions for ways to improve this assignment.

If The Team Did Not Work Well Together

You should hold a debriefing meeting to determine what went wrong and how to avoid such

problems in the future. The final meeting may not be so pleasant, but the team can and must keep it from being desperately unpleasant.

Don't use this meeting to dump all your team's anger and frustration onto one scapegoat teammate, who may or may not deserve such treatment. Even if the scapegoat caused your team's problems, the scapegoat may be: (1) blamed unfairly for everything that went wrong, (2) suffer emotional damage from bearing the brunt of such a hostile experience, and/or (3) be negatively stigmatized in the larger group (the class). Watch carefully for scapegoating: if your team begins to focus all its energy on what one member did wrong, someone on the team must have the presence of mind to step in and redirect the discussion toward a more general analysis of the group's problems.

The conflict resolution skills you learned earlier will be helpful here. Another productive tactic is to establish a rule stating members must speak only about their own performances, both positive and negative, as someone summarizes each person's comments on a chalkboard or flip chart. This allows team members to see two important things: (1) members can define their contributions positively, no matter what other people think about them; and (2) all members contribute to the existence of a dysfunctional group in some way or another. Pondering these conclusions will take you far toward understanding how people work in groups.

Your team should list the "top ten" things they will miss most about their group and the class. Then list the things you will miss least. Then, you will make recommendations to future students regarding how to succeed as an individual and a team member in this class. In your conclusion, discuss any inferences you drew from this teaming experience and offer suggestions for ways to improve this assignment.

If The Team Worked Well, But The Tasks Didn't

During your final meeting, you should undertake an intense analysis of what went wrong and how you could have avoided such difficulties. Your team may feel unhappy about its performance, but satisfied with its interpersonal dynamics. Thus, the positives and negatives of the project itself can be the focus of discussion with critical analysis offered in a gentle, helpful way so all members can learn from the experience.

Your team should list the "top ten" things they will miss most about their group and the class. Then list the things you will miss least. Then, you will make recommendations to future students regarding how to succeed as an individual and a team member in this class. In your conclusion, discuss any inferences you drew from this teaming experience and offer suggestions for ways to improve this assignment.

Critique of Final Team Assessment Report --100 Points

<u>Mechanics</u>	5 pt.	0 pt.
1. Did you use proper memo format, correct one-inch margins and the complete date?	___	___
2. Did you include your Spell Check and Grammar Summary Report?	___	___
3. Does the opening paragraph state the purpose of the report and provide transition to the body of the report?	___	___
4. Did you use headings throughout the body of the report? Did you use appropriate 2 nd , 3 rd , and 4 th page headings?	___	___
5. Does the report contain a conclusion drawing inferences and offering suggestions for ways to improve this assignment?	___	___
<u>Content</u>	25 pts.	0 pts.
6. Discussed in detail the final team meeting and how the team Perceived they worked together?	___	___
8. Provided the top team things the team will miss and the top ten things the team will not miss.	___	___
9. Made recommendations to future students regarding how to succeed as an individual and a team member in this class.	___	___

Total Points Earned _____

Minus one point for each error as noted on the Checklist of Common Errors in the Appendix of Roebuck _____

Final Team Project **Total** _____ **100**