

MANAGING TEAMS CHECKLIST

THOROUGH EVALUATION OF PERFORMANCE CRITERIA (SOFT AND HARD)

- ☐ Is there a balance between “soft” (culture fit, standards of behavior, commitment to activities, etc.) and hard (numbers) performance criteria?
- ☐ Is it easy to understand?
- ☐ Is it communicated often?

DETERMINE THE EXTENT TO WHICH SCORING IS CLEAR AND COMPELLING

- ☐ Is there an easy to use scoring system? If not, build a simple easily measurable system.
- ☐ Can your team keep score on themselves?
- ☐ Does your organization resource people in a way that increases the likelihood of success?

CREATE A RECOGNITION PLAN

- ☐ Determine the levels of recognition.
- ☐ Determine what the recognition will involve.
- ☐ Balance formal and informal. Formal is things like bonuses, certificates, parking places etc. Informal recognition involves things like thank you notes, “atta girls” and “atta boys” publicly, and spontaneous celebration.