

## TEAM BEHAVIORS OBSERVATION SHEET

Observation Category	Names							Total
<p style="text-align: center;"><b>Task</b></p> <p>1. Contributes ideas 2. 3.</p>								
<p style="text-align: center;"><b>Maintenance</b></p> <p>1. Encourages 2. 3.</p>								
<b>Total</b>								

### Observation Directions

- Move your chair so you can see each member of the group clearly without interacting with them.
- Write the names of the group members across the top of the middle column on the Observation Sheet.
- **Task** means anything that helps the group accomplish its task. For example, *Contributes ideas* means giving an idea or possible solution, or responding to an idea by another group member related to the task. Add other examples to the **Task** list as appropriate to the situation.
- **Maintenance** means anything that helps improve working relationships in the group. *Encourages* means praising others' ideas or inviting others to contribute. Add other examples to the **Maintenance** list as appropriate to the situation.
- You may make some notations below the grid that may help you explain some scoring.
- Watch each person systematically. As you see each person display one of the behaviors specified (e.g., contributes ideas or encourages), place a hatch mark below his/her name in the middle box, to the right of the appropriate behavior.
- When time is called, total the hatch marks in each column and across each row.
- When you give feedback to the group, give them only the column totals and the row totals. Let them see the sheet. **DO NOT INTERPRET WHAT YOU SAW, OR WHAT THE TOTALS MIGHT SUGGEST.** You may be tempted to soften what you say. Don't allow this to happen. You are not criticizing; you are only reporting what you saw, related to very specific behaviors.
- It is the job of the group to discuss what the totals might suggest about how they functioned as a group, and to develop one or two sentences that capture this thought.