

## SMART Team Leadership Questionnaire

Leaders of SMART Teams might benefit from completing the following **SMART Team Leadership Questionnaire**, as it will allow one to identify current leadership strengths and areas that might be improved.

The following statements are designed to allow you to evaluate your leadership of SMART Teams. Using the following scale, please indicate how often you use the following leadership strategies:

1. Very rarely 2. Rarely 3. Sometimes 4. Frequently 5. Very Frequently
1. \_\_\_ At appropriate times, I willingly share the leadership of the team.
  2. \_\_\_ I encourage the team to develop data-based benchmarks to evaluate its progress.
  3. \_\_\_ When interpersonal conflicts arise, I encourage the team to deal with them in a timely manner.
  4. \_\_\_ When chairing team meetings, I take the time to summarize the discussion so as to keep it focused and moving forward.
  5. \_\_\_ I encourage team members to develop a set of team guidelines designed to enhance the way we communicate and collaborate with each other.
  6. \_\_\_ I encourage team members to discuss how the team can operate more effectively.
  7. \_\_\_ I encourage both individual and team accountability.
  8. \_\_\_ During team meetings, I encourage the team to consider using the most optimal decision process in relation to the demands of the situation.
  9. \_\_\_ I ensure that people have an opportunity to express their ideas/feelings on an issue before a decision is actually made.
  10. \_\_\_ I encourage team members to use a variety of information technology tools to communicate and collaborate with each other.

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### Scoring Procedure and Reflections:

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**Scoring Procedure:** Add the number assigned to each item and divide by 10 to obtain an average SMART Team Leadership Score: \_\_\_\_\_

**Reflections:** An average of 4 or more indicates that you are effectively leading your team. If the average score is between 3.5 and 3.9, you are leading the team quite well but you need to improve in certain areas. A score of 3.4 or lower indicates that you need to dedicate time to learning SMART Team leadership skills.