Exploring Team Competencies

Personal Inventory

This inventory was designed to give individuals a simple means of assessing their best team roles.

You may find that your responses indicate your best performance will include more than a single role.

Directions

For each section distribute a total of 10 points between the sentences that you think best describe your behavior. Several sentences may be included in your distribution. In extreme cases all sentences may be included in your distribution of points or all ten points may be given to a single sentence. Enter the points in the table provided on the analysis sheet.

The highest score on team-role will indicate how best the respondent is able to function in a project, management or business team. The second highest score and other significant scores denote back-up or subsidiary role capability that can be aligned to identified needs in specific team situations. The lowest scores indicate lower comfort levels, dislike or lesser skill levels. They can be used as a basis for skill development as well as an indication of a need to seek complimentary skills from other contributors.

There are 8 skill clusters. These clusters are patterns of behaviors characteristic of the ways in which different team members interact with one another. Recognition of these clusters can serve to facilitate and enhance the performance and progress of the team as a whole.

(Adapted from the work of R. Meredith Belbin)

Interpretation of the Scores
Skill Clusters

PP: Plan Processor

Turning ideas, plans and suggested strategies into practical procedures. Systematically and efficiently carrying out plans agreed by the team.

CH: Chair

Directing the way in which the team moves forward towards group objectives by making the best use of team resources. Includes recognizing where the team strengths and weaknesses lie, ensuring the best use is made of each of the member's skills and potential, and keeping sight of the broad picture. Managing change in the team's approach where necessary.

SH: Shaper

Shaping how team effort is applied; generally directing attention to the setting of a hierarchy of objectives and priorities. Seeking to impose some shape or pattern on team discussion and on outcomes to both group meetings and general business project-related activities. Aiding the flow.

IP: Ideas Person

Advancing new ideas, tactics and strategies with special attention to macro issues. Looking for new ways of approaching group challenges, team problems and anticipated or potential difficulties. Attempting to ensure whatever arises is viewed from all possible creative-thinking angles, particularly at times of stalled discussion. Seeks new paradigms.

RI: Resource Investigator

Exploring and reporting on ideas, developments and new angles. Gathers information, creates external contacts and connections useful to the team in conducting subsequent negotiations.

ME: Monitor Evaluator

Analyzing problems from a micro perspective, Concrete, detailed evaluation of ideas, suggestions and available information with the objective that the team is better placed to take balanced, weighed decisions with maximum effectiveness.

TW: Team Worker

The builder function in the group. Supporting members in their strengths by building on suggestions and contributions while underpinning members in their shortcomings. Improving communications between members, encouraging the group and generally fostering team spirit and group values.

CF: Completer-Finisher

Ensuring that the team is safeguarded as far as possible from mistakes of both commission and omission. Actively seeking areas that need more than the usual degree of attention and addressing them. Maintaining a sense of urgency within the group with the aim of moving the team along.