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SCALING UP

1 Have all team members complete (in writing) the columns for each team member other than themselves.

2 Ask each team member to read what they wrote in the Strength column for the Team Leader. At the end, allow the recipient time to respond with questions or clarifications.

3 Ask each team member to read what they wrote in the Weakness column for the Team Leader. At the end, allow the recipient time to respond with questions or clarifications.

4 Repeat Step 2 and Step 3 to discuss the Strength and Weakness column for each team member.

5 When all team members have received input, have each person share one or two takeaways they will work on individually. Have each team member email those takeaways to the team leader.

Team Member	Strength Single Most Important Behavioral Quality Contributing to the Team	Weakness Single Most Important Behavioral Quality Detracting from the Team