

TEAM MEMBER ANALYSIS

Write each team member's name in the table below and fill in the appropriate information in each column. Take into consideration only what you know about this person. Not what's on their resume or what you have been told. If you don't know much about a particular area for a person, leave it blank for now.

Name	Skills/Strengths	Current Role	What motivates this person?

If you have any blank areas for this person, your homework will be to investigate so you will know the information. You can gather this inform by talking to the person themselves or by asking a former supervisor if they are new to the team. You may also want to observe the person(s) working or in an upcoming meeting.

After you have completed the team review, take a few minutes to answer the following question.

What common themes do I see on this team?

What strengths are not being utilized?

Whose role needs to be changed or adjusted?

What do I need to do differently to motivate the team?