



TWO HEADS HR

TEAMWORK AUDIT:  
IS YOUR  
TEAM SET UP FOR  
SUCCESS?

# WELCOME

Strong teamwork doesn't happen by accident. Decades of organisational research, from J. Richard Hackman's work on team effectiveness to Amy Edmondson's studies on psychological safety, point to the same truth: teams thrive when the basics are done exceptionally well. Clarity, trust, capability, shared ways of working and leadership behaviour are the scaffolding that hold everything else up.

This quick self-audit is designed to help you see where those foundations are supporting your business or team and where they might be slipping. It's simple, reflective and intentionally practical. No jargon. No over-engineered models. Just the essentials that determine whether a team moves forward with confidence or gets stuck in friction.

Use it as a pulse check. Complete it on your own or with your team. The aim isn't to get a perfect score; it's to spark awareness and highlight the few focused actions that will make teamwork feel easier, cleaner and more energising for everyone.

# MEET TWO HEADS HR



TWO HEADS HR

At **Two Heads HR**, we believe that people are at the heart of every successful business. We work with small and mid-sized organisations to create practical, human-centred solutions that strengthen teams, improve culture and drive performance. Our approach is straightforward: we focus on what really matters for your business and your people, helping leaders make confident, informed decisions without getting lost in unnecessary complexity.

With over 25 years of experience across industries, organisation sizes and global markets, Two Heads HR brings a unique blend of strategy, operational expertise and people insight. From building leadership capability to designing processes that truly work for your team, we partner with organisations to bridge the gap between ambition and execution. Every recommendation is actionable and designed to deliver results.

Our goal is simple: to help leaders build teams that work. Whether it's through crafting a strategy, leadership coaching or practical HR support, we guide organisations to create workplaces where people feel engaged, valued and able to contribute their best. This Teamwork Audit is one of the ways we help leaders understand their team's strengths, uncover opportunities and take tangible steps to improve collaboration and performance.

# INSTRUCTIONS

## How to Use This Audit

1. Set aside time. Find 15–20 minutes where you can focus without interruptions. The audit works best when you reflect honestly on your team's current state.
2. Assess each area. The audit is divided into five key elements of teamwork: Clarity of Role, Trust, Capability, Shared Processes, and Leadership that Develops Leaders. For each section, read the prompts and rate your team honestly.
3. Be honest, not perfect. This is a tool for insight, not judgement. Look for gaps as opportunities for improvement, and recognise areas where your team is already strong.
4. Take notes. Use the space provided to jot down observations, examples, or ideas for action. These notes will help you turn insight into practical next steps.
5. Plan next steps. Once you've completed all sections, review your ratings and notes. Identify one or two areas to focus on first, and consider what support, resources, or changes could make the biggest impact.



# CLARITY OF ROLE

People know what's expected of them, how their work connects to the strategy, and where their decision boundaries sit. Answer these questions using the scale 1 - 5 ( 1 = low 5 = high) - circle the number and then total the scores

**MY TEAM MEMBERS CAN CLEARLY ARTICULATE THEIR ROLES AND RESPONSIBILITIES?**



**WE AVOID DUPLICATION OR DROPPED BALLS**



**PEOPLE UNDERSTAND WHAT THEY OWN OUTRIGHT VERSUS WHERE THEY COLLABORATE**



**TOTAL SCORE =**  
**WHERE ARE YOU SEEING CONFUSION OR REWORK?**



# TRUST

Trust shows up as honesty, reliability, and feeling safe to speak up or admit mistakes Answer these questions using the scale 1 - 5 ( 1 = low 5 = high) - circle the number and then total the scores

PEOPLE SPEAK UP EVEN WHEN IT'S CHALLENGING



THERE'S OPENNESS AROUND TENSIONS OR ERRORS



MY TEAM MAKES AND KEEPS COMMITMENTS



TOTAL SCORE =

WHERE IS TRUST STRONGEST AND WHERE IS IT MOST FRAGILE?



# CAPABILITY

Skills grow in line with business needs. People get the support and feedback they need to perform. Answer these questions using the scale 1 - 5 ( 1 = low 5 = high) - circle the number and then total the scores

**NEW STARTERS ARE ONBOARDED EFFECTIVELY**



**I GIVE TIMELY, SPECIFIC FEEDBACK THAT HELPS PEOPLE DEVELOP**



**MY TEAM REGULARLY RECEIVES TARGETED DEVELOPMENT**



**TOTAL SCORE =**  
**WHAT CAPABILITY GAPS ARE SLOWING PROGRESS AND FRUSTRATING THE TEAM?**



# SHARED PROCESSES

We use agreed ways of working and tools so work flows smoothly  
Answer these questions using the scale 1 - 5 ( 1 = low 5 = high) - circle the number and then total the scores

**WE HAVE CLEAR, SIMPLE PROCESSES FOR THE WORK THAT MATTERS**



**OUR TEAM RITUALS (MEETINGS, UPDATES, CHECK-INS) ACTUALLY ADD VALUE**



**WE IMPROVE OR TWEAK PROCESSES WHEN THINGS CHANGE**



**TOTAL SCORE =**  
**WHERE DOES WORK FEEL CLUNKY OR INCONSISTENT?**





# LEADERSHIP

Leaders grow people, not just monitor output. Answer these questions using the scale 1 - 5 ( 1 = low 5 = high) - circle the number and then total the scores

**I ACTIVELY COACH TEAM MEMBERS TO SOLVE PROBLEMS**



**I DELEGATE WITH CLARITY AND SUPPORT**



**I ROLE MODEL THE BEHAVIOURS I EXPECT FROM THE TEAM**



**TOTAL SCORE =**

**WHERE AM I ENABLING GROWTH AND WHERE MIGHT I BE BLOCKING IT?**

# WHAT TO DO WITH YOUR SCORE

Your total score gives you an overall picture of how well your team is functioning across the five foundations of effective teamwork. It isn't about passing or failing; it's about understanding where your team is thriving and where there's room to strengthen the way you work together.

If your score is high, look at what's working and consider how you can embed those strengths even further. High-performing teams keep improving by protecting the behaviours, routines, and leadership habits that make teamwork easy rather than effortful.

If your score is mid-range, you likely have pockets of strength alongside areas that need attention. Choose one or two themes to focus on first; this keeps the work manageable and ensures you build momentum. Often, small changes around clarity or shared processes can create outsized impact.

If your score is low, use this as a starting point to prioritise what will make the quickest and most meaningful difference. Teams in this space often benefit from support around role clarity, trust-building, or leadership capability. You don't need to fix everything at once; focus on one foundation and build from there. Use the action planning sheets on the following pages to make notes and set out what you are going to do differently

Finally, if you want help interpreting your results or identifying the most effective next steps, [Two Heads HR](#) can guide you. Improving teamwork is a journey, and the right support can accelerate progress dramatically.

# ACTION PLANNING

WHAT IS YOUR GOAL?


ACTION STEPS

01

02

03

START DATE:

DEADLINE:

MARK COMPLETE:

# ACTION PLANNING

WHAT IS YOUR GOAL?


ACTION STEPS

01

02

03

START DATE:

DEADLINE:

MARK COMPLETE:

# ACTION PLANNING

WHAT IS YOUR GOAL?


ACTION STEPS

01

02

03

START DATE:

DEADLINE:

MARK COMPLETE:

## NOTES



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TEAMWORK ISN'T A  
FINISH LINE; IT'S A  
PRACTICE. USE WHAT  
YOU'VE LEARNED FROM  
THIS AUDIT TO TAKE  
ONE MEANINGFUL STEP  
FORWARD - SMALL,  
CONSISTENT  
IMPROVEMENTS ARE  
WHAT TRANSFORM A  
GROUP OF PEOPLE INTO  
A TRULY EFFECTIVE  
TEAM.



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