

## End of Year Team Review Tips

**Individual performance reviews** happen at the end of each year but it is equally important to review the achievements of the **whole team** at this time too.

Taking the time together as a team to look back at the year can be very motivating. We spend so much time thinking about what we still have “to do”, we do not spend enough time reviewing what we “have done”.

There are many different ways to **review team performance** but here are some quick and easy questions to ask to start the process. The **team’s objectives** should be reviewed to give context to the discussions and this will also help start to focus the team on next year’s objectives too.

- What have been our biggest accomplishments / what are we most proud of?
- What is the long term impact of these accomplishments?
- What have been our biggest learnings or insights?
- What have been our biggest challenges?
- What are we committing to for next year?

Using a model such as **Stop / Start / Continue / Do Differently** can help take the conversation to a deeper level and create some actions to be implemented going forwards.

This can be reviewed under the following headings:

**Vision & Objectives**

**Decision Making**

**Accountability & Commitment / Roles & Responsibilities**

**Communication including meetings**

**Involvement / Participation**

**Creativity & Innovation**

**Atmosphere**

**Trust**

**Problem Solving**

This is also a time when recognition of the team’s success should be celebrated. Encourage team members to share their appreciation for their colleagues support throughout the year. If you are a manager, this is also a good time to ask the team what they like about your management style and what they would like to be different!

We regularly work with teams to support them in taking their effectiveness to a higher level. If you would like to find out more, please contact us [enquiries@zestfor.com](mailto:enquiries@zestfor.com)