**Rotman Commerce**

# Team Skills Audit

Please complete an audit of your strengths and skills as a team.  Consider as well other factors such as your work style or other commitments that you may want to share with your team, or which may impact what you need from the team in order to work most effectively.

| Student name | Educational background; course knowledge strengths (E.g., Finance major, double major in Statistics, etc.) | Specialized or technical knowledge (E.g., Website design, Python, graphic design, etc.) | Skills and attributes (E.g., editing/proofreading, organized; multilingual, problem-solver, etc.) | What I need to communicate to my team… (E.g., time zones, family and other commitments, learning style, etc.) | What I need from other team members to do my best work… |
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*Adapted from: Barkley E., C. Howell Major and K.P. Cross. (2014). Collaborative Learning Techniques: A Handbook for College Faculty. Jossey-Bass (p.71).*

**Guiding Questions**

1. What strengths do you have as an individual that you contribute to the team? Consider your educational background, technical knowledge, and other skills and attributes. If you have difficulty thinking of what you are good at, consider times others have given you feedback. What have others told you are your strengths? What have others relied on you for in past team contexts?

2. What considerations may impact your collaboration with your team? These could include other time commitments (e.g., family or other work commitments), scheduling constraints due to time zones, work or learning style preferences, accommodations for disability or injury, or anything else you may want to inform your team about.

3. Consider what you need from your team members in order to do your best work as you fill out the final column. Do you need more frequent check-ins? Do you need to see work drafts in advance of team meetings? Do you need flexibility with virtual meetings due to geographic or personal considerations?

4. Write or adjust your team's Ground Rules and Roles (in the Team Contract, above) based on the skills and constraints of your team members and your team as a whole.