



Team Dynamics Audit Checklist

This checklist is designed to support executive leaders, HR partners, and operational managers as they evaluate team readiness going into 2026. The purpose of this tool is to provide structured visibility into how effectively your teams communicate, collaborate, and execute, particularly during periods of pressure, change, or accelerated workload.

Use this checklist during strategic planning sessions, quarterly business reviews, leadership team meetings, or end-of-year alignment discussions. It will help you identify areas that require reinforcement, clarify expectations, reveal gaps in ownership and accountability, and determine where targeted development or structural adjustments may be needed.

Communication

- Do employees interpret priorities consistently and independently?
- Do decisions remain clear after meetings conclude?
- Are issues surfaced early and transparently?

Collaboration

- Do individuals support one another when deadlines accelerate?
- Are responsibilities shared rather than hoarded?
- Does conflict get resolved professionally and quickly?

Onboarding

- Have recently hired employees achieved confident, independent performance?
- Do they feel socially integrated and supported?
- Are they producing at expected capacity?

Accountability

- Are expectations stated clearly, reinforced, and visible?
- Are performance issues addressed early, rather than after escalation?
- Is accountability distributed rather than concentrated?



Future Readiness

- Do roles have coverage or succession?
- Are skill gaps creating dependency or strain?
- Is work sustainable, not reactive?

Completing this audit is the first step toward entering 2026 with clarity, accountability, and alignment. Use your findings to reinforce expectations, close performance gaps, and strengthen collaboration before new-year priorities accelerate.

The teams that start aligned perform stronger, adapt faster, and produce more predictable outcomes. Review this checklist periodically, especially after organizational changes, new hires, or shifts in strategic direction, to ensure your team remains ready, not reactive, as the year unfolds.