Groupwork

What makes an effective group?
It’s crucial that a group looks at how they are going to work together, before they decide what to actually do. Qualities of effective groups are:

- clear aims and good morale
- good communication
- involving everyone, listening to concerns
- using strengths
- sorting out problems effectively.

Establish ground rules – you can refer to them when things get tough!
When/where to meet – best days and times
What to do if you can’t turn up
How to run meetings – chair? Formal or informal?
Problems – anticipate, and discuss how you’d deal with them.

Agree aims – you may need to adapt them as you go on
Discuss topic – take time, all contribute/comment
Work back from deadline-set goals
Plan a timeline
Identify main tasks, time they might take

Allocate tasks – make sure everyone is happy with these
Use people’s strengths.
Question - check tasks are clear.
Be realistic - break down into small manageable tasks, not huge or complex

Structure meetings – helps you be productive, keeps people positive
Set quick agenda every meeting.
Decide when to stop – and stick to it.
Feedback – progress and problems
Address and suggest solutions.
Plan next steps.

Skills involved
Listening ↔ speaking
Taking responsibility ↔ delegating
Goal setting ↔ flexibility
Assertiveness ↔ negotiating, compromising
Self-awareness ↔ empathy, awareness of others
Supporting others ↔ supporting yourself, setting boundaries