

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