People working together can produce a ‘stronger’ result

Group skills are considered essential for professionals in business and government

Together Everyone Achieves More
As a group, brainstorm how many clusters/categories you can develop from these images.
Tips towards a successful group assignment

Make consistent positive contributions – not just one!
Reach a consensus on a common goal
Communicate assertively – not aggressively
Be dependable and be able to depend on one another
Be creative

SUCCESSFUL GROUP OUTCOMES:
- Responsibility
- Trust
- Communicate
- Respect
What to avoid when working in a group

- Dominating the discussion
- Ignoring other people’s ideas
- Interrupting people when they are talking
- Criticising people’s ideas unfairly
- Relying on one person to do all the work
- Wasting discussion time
How do you see yourself?

The nine Belbin team roles (link)

<table>
<thead>
<tr>
<th>Team Role</th>
<th>Contribution</th>
<th>Allowable Weaknesses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resource Investigator</td>
<td>Outgoing, enthusiastic, communicative. Explores opportunities and develops contacts.</td>
<td>Over-optimistic. Loses interest once initial enthusiasm has passed.</td>
</tr>
<tr>
<td>Shaper</td>
<td>Challenging, dynamic, thrives on pressure. Has the drive and courage to overcome obstacles.</td>
<td>Prone to provocation. Offends peoples feelings.</td>
</tr>
<tr>
<td>Monitor Evaluator</td>
<td>Sober, strategic and discerning. Sees all options and judges accurately.</td>
<td>Lacks drive and ability to inspire others. Can be overly critical.</td>
</tr>
<tr>
<td>Implementer</td>
<td>Practical, reliable, efficient. Turns ideas into actions and organises work that needs to be done.</td>
<td>Somewhat inflexible. Slow to respond to new possibilities.</td>
</tr>
<tr>
<td>Completer Finisher</td>
<td>Painstaking, conscientious, anxious. Searches out errors. Polishes and perfects.</td>
<td>Inclined to worry unduly. Reluctant to delegate.</td>
</tr>
<tr>
<td>Specialist</td>
<td>Single-minded, self-starting, dedicated. Provides knowledge and skills in rare supply.</td>
<td>Contributes only on a narrow front. Dwells on technicalities.</td>
</tr>
</tbody>
</table>
How do others in the group see you?
SWOT of a group assignment

**Strengths**
- Multiple talents
- Sharing workload
- Developing communication
- Bouncing ideas
- Team experience

**Weaknesses**
- Time management
- Individualistic style

**Opportunities**
- Growth of knowledge
- Improve confidence
- Make new connections
- Greater output

**Threats**
- Varying commitment
- Plagiarism
- Personality clash

[Mind Tools (link)]
More tips for successful group work

- Try not to be in a group with just or most of your friends: working with friends can be harder than you think
- Factor in time to work TOGETHER to finalise your assignment
- Gain group consensus on a schedule and tasks
- Meet and communicate frequently – f2f or online
  - Ensure you have every group member’s contact details
  - Ensure every group member gets updates
- Remain task focussed – not personality focussed
- Reflect at the end – did everyone contribute? What worked or didn’t work? What did you learn for future group work?
GROUP ROLES

Along with individual responsibilities for the content, the following roles can also be allocated:

ADMINISTRATOR
- Creates Facebook group or mailing list
- Sets meeting times and books study rooms

EDITOR
- Improves grammar and consistency
- Ensures no repetition

PROOF READER
- Checks final draft
- Checks references

PUBLISHER
- Creates layout
- Formats files
- Backs up all work
Online tools

• Blackboard Collaborate and Blackboard Wiki
• Groupmap
• Trello
• Mindmeister
• Padlet