

TIPS FOR GROUP WORK



Here are some quick tips for group work:

- Conduct group work session in a comfortable setting with minimal distractions.
- Make sure that everybody knows each other. Conduct introductions and/or an icebreaker at first meeting to encourage member interaction and cooperation.
- Make sure everyone is heard. Avoid interrupting people while they are talking.
- Foster an atmosphere of respect for each member as well as his or her opinion.
- Take breaks after a defined amount of time. This will prevent members from getting burned out or distracted.
- Develop goals for the project as well as action steps (see *Goal Setting* tip sheet).
- Each group member should be assigned specific responsibilities. This will ensure that a few members do not end up doing all the work.
- Document decisions made as well as the responsibilities of each group member.
- Establish deadlines for action steps.
- Discuss progress made on the project in each group meeting.
- Maintain contact with group members outside of meeting via telephone, e-mail, etc.
- Acknowledge when steps are completed.
- Encourage discussion among members.
- If things become tense, take a break.
- Reward the group for work well done. Some examples of rewards are pizza, bowling, and/or ice cream after the last session.

"Never doubt that a small group of thoughtful, committed people can change the world. Indeed. It is the only thing that ever has." --Margaret Mead, American cultural anthropologist

Refer to other one sheets located at Wilder Tower 900 for additional information concerning group leadership, effective communication, interpersonal interaction, RSO procedures, and/or strategies for success in a variety of areas of life.