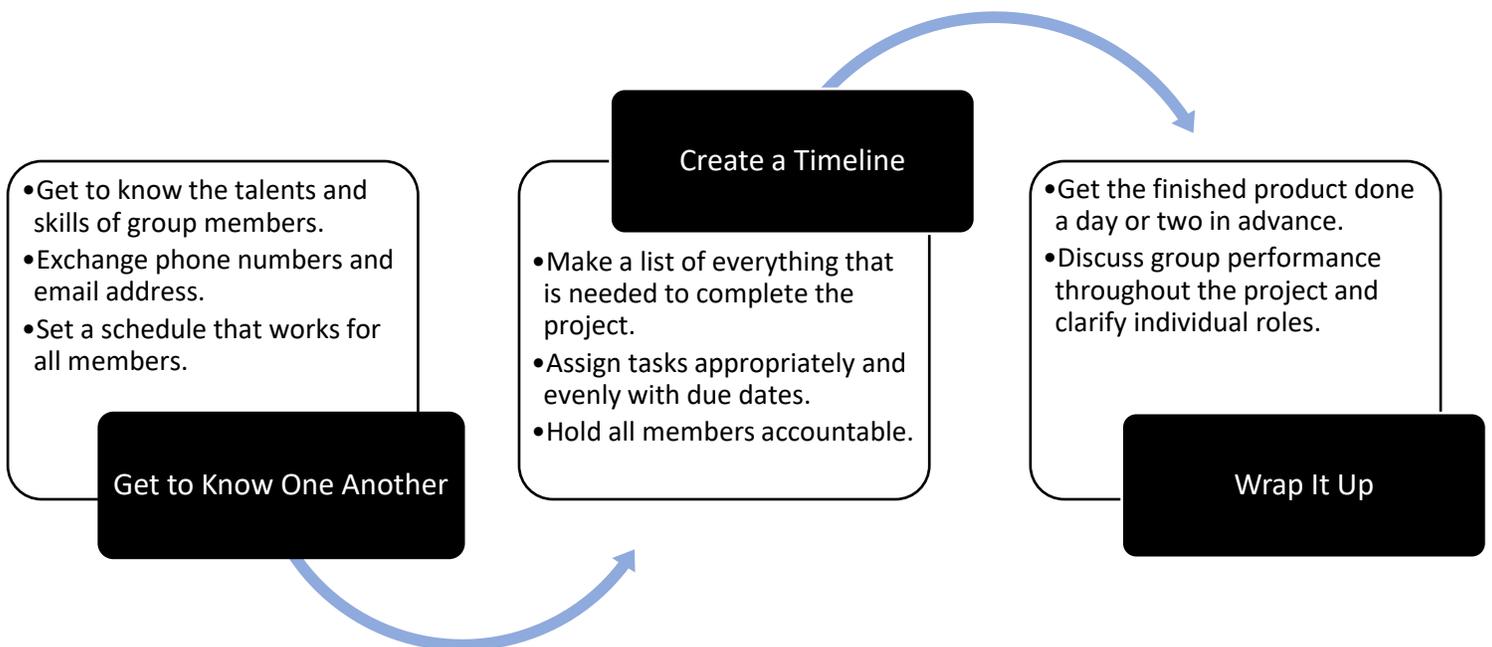


PUTTING YOUR HEADS TOGETHER

Learning to work effectively as part of a group is a valuable skill you will use frequently in your career as a student and after college.

How can you make working in groups less painful?

- Assume your experience in the group will be a good one.
- Project a positive attitude about those who you will be working with.
- Don't compare to past group experiences. Recognize it as a new opportunity with new people!



What about Dealing with my Group Members?

● **Effective Communication:**

- Be sensitive to the thoughts, opinions, and ideas of others.
- Keep the interaction of all group members productive and positive.

● **Do Your Part:**

- Attend all meetings and complete the work assigned to you.
- If you miss a meeting, send your work ahead of time to the other members of the group.

● **Uncooperative Group Members:**

- Carefully evaluate to see if your criticism of a member is a personality conflict or if there really is a specific problem.
- If other group members have similar reactions, then it may be useful to consult with the instructor or develop a solution.

Adapted from Utah State University – Skills for Group Projects

GROUP WORK PROCESS

Use this worksheet to document the roles and responsibilities of each group member and the goal(s) the team is aiming to accomplish.

Group Goals:

Group Expectations:

Group Contact Information:

Name	Contact Information	Role/Duties Assigned

RECOMMENDED APPS

Slack: Team communication



ClickUp: Plan and track work



Asana: Track tasks

