



Working as a Group Effectively

Tip Sheet

Many people are not used to working in groups and may find it challenging. The following tips will assist the Healthy School Committee to work effectively as a group to achieve success.

Establish good communication

- Listen to others when they are speaking
- Share information on each other's working styles
- Build mutual trust – keep team members informed, provide an open atmosphere for expression of ideas
- One person speaks at a time; take turns presenting ideas so there is not one person dominating the meeting
- Communicate equally among all members

Identify roles of members

- Encourage group members to attend meetings regularly
- Identify individual preference for roles they would like to take on
- Have each person identify their strengths and weaknesses
- Be open minded with ideas
- Each member has equitable roles
- Complete the responsibilities and jobs assigned
- Respect everyone's opinion and ideas
- Ask questions when needed
- Participate regularly

Other important tips

- Start and end meetings on time
- Watch for conflicts and deal with them proactively – negotiate problems and accommodate differences in working habits
- Involve people in different ways based on the skills they possess
- Make sure everyone on the committee is clear about decisions made in the meetings
- Rotate responsibilities to ensure roles are divided up equally

Adapted from University of Guelph Collaborative Group Work, 2005